

resumes command of activated USMCR units on/or about 0001 of the day following the DC PP&O (PO) specified deactivation date. Post deactivation command relationships are the same as the pre-activation command relationships.

Phase	Pre-activation	Activation	Pre-deployment	Deployment	Redeployment	Deactivation
Begin	RTC	Unit activated	Arrive at ILOC	Arrive at AOR	Arrive CONUS	Arrive at RTC
End	Unit activated	Arrival at ILOC	Arrive at AOR	Arrive CONUS	Arrive at RTC	Unit deactivates
OPCON authority	MFR	MFC	MFC	Supported Combatant Commander	MFC	MFC
ADCON authority	MFR	MFR	Supporting ILOC Commander	Supported Combatant Commander	Supporting ILOC Commander	MFR
Supported Command		MFC	Supporting ILOC Commander		Supporting ILOC Commander	MFC
Supporting Commands		MFR	MFC/MFR/MCBs		MFC/MFR/MCBs	MFR

Figure 3-39.--Command Relationships Matrix

3013. COMMAND RELATIONSHIPS DURING AC/RC INDIVIDUAL ACTIVATION/DEACTIVATION AND DEPLOYMENT

1. Background. Activities of the RSU are governed by reference (an) and by the CG MCI East, West, and NCR. RSUs have been tasked by this Order, via DC M&RA, to support activation, deployment, and deactivation of AC/RC individual Marines.

RSU Command Relationships

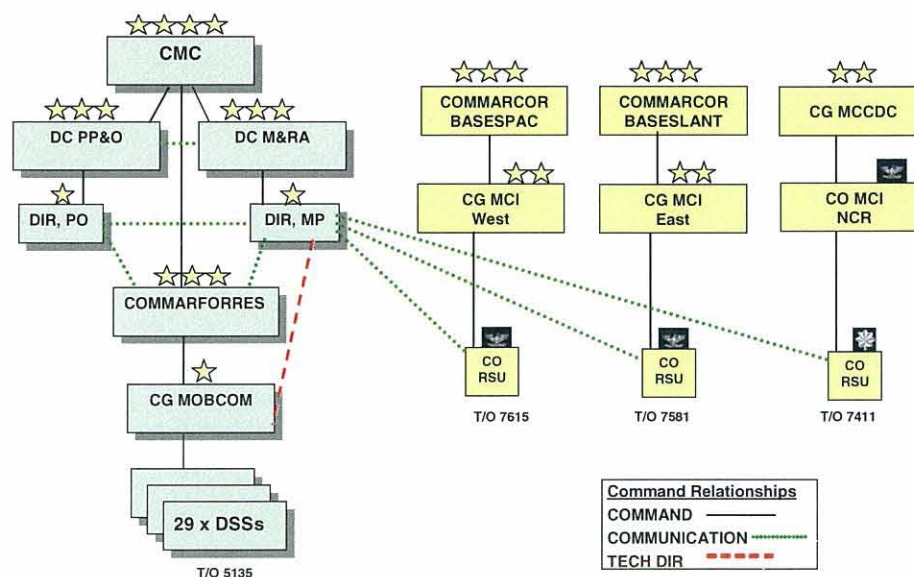


Figure 3-40.--Day-to-day Command Relationships

2. Action. During a contingency when members of the Marine Corps IRR and/or retirees are required to be recalled to active duty, CG MCIEAST/WEST, and CG MCINCR are tasked by this Order to process individual RC Marines to active duty. Paragraph 3008 of this Chapter provides specific information.

3. Command Relationships During Contingency Operations. During this period the following command relationships are in effect (see Figure 3-40):

a. DC M&RA

(1) Exercises TECHDIR over CG MOBCOM, via COMMARFORRES, as the order writing authority for RC individual Marines to source total force manpower requirements.

(2) Authorizes activation active duty orders (other than for training) to be issued to RC Marines assigned to RSU Camp Pendleton, Camp Lejeune and/or MCB Quantico T/Os, as required. See paragraph 3008, Chapter 3 for manning options to support AC/RC activation/deactivations.

(3) Authorizes activation duty orders (other than for training) to be issued to RC Marines assigned to the DSSs, as required. Coordinate with COMMARFORRES (CG MOBCOM) to determine requirement.

b. DC P&R. Establishes Military Personnel Marine Corps (MPMC) and Operations and Maintenance Marine Corps (O&MMC) funding line in order to support CG MCIEAST, CG MCIWEST, and CG MCINCR tasks in activating, processing, and equipping AC/RC Marines recalled to active duty.

c. COMMARFORRES

(1) Provides funding to support pre-contingency training activities of non-activated USMCR units.

(2) Maintains (via CG MOBCOM) twenty-nine DSSs, required to conduct IRR Musters during pre-contingency operations.

d. CG MCIWEST and CG MCIEAST. Processes and joins to active duty (other than for training) individual AC/RC Marines, as directed by DC M&RA, via the RSU. During periods of contingencies, CO, RSU's focus of effort shifts from assisting MARFORRES with USMCR unit training to processing and activating AC/RC individuals.

e. CG MCINCR. Processes and joins to active duty (other than for training) individual AC/RC Marines, as directed by DC M&RA, via the RSU.

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Chapter 4

Logistics

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Chapter 4

Logistics

4000. OVERVIEW

1. This chapter codifies logistics responsibilities within the Marine Corps to support the activation, deployment, redeployment and deactivation of USMCR units, Marines in the IMA program, Marines in the IRR, retirees, active duty Marine augments and Navy AC/RC personnel assigned to USMCR units who are supporting Marine Corps component commander(s).

2. CMC provides logistic resources and services necessary to activate, deploy, redeploy and deactivate USMCR units, individual Marine Reservists, discharged or retired Marines and AC augments in support of Marine Corps component commanders' requirements.

a. Assumptions

(1) USMCR Units

(a) USMCR units will report to the Supporting ILOC Commander medical and dental (minimum class 2) complete, individual equipment including ICCE, Type 3 CBRNE, individual protective equipment (IPE) and individual T/O weapons (SL-3 complete with optics). When directed, activated USMCR units will report to the Supporting ILOC Commander with their established Training Allowance (T/A).

(b) USMCR units may deploy through ILOCs, while self-deploying USMCR units and USMCR units scheduled to employ with maritime pre-positioning force assets may deploy directly to the CCDR's AOR. Supporting Marine commands will provide deployment support at the appropriate ILOC/POE, to include medical/dental support, training support, and equipment when tasked by DC I&L to source non Unit Table of Equipment Requirement (UTR) - T/A deficiencies.

(c) DC I&L will source UTR - T/A deficiencies.

(2) Individuals - Marines and Sailors

(a) Activated Navy Reservists will receive all combat clothing support from either the gaining USMCR unit or via the RSU. Navy personnel will receive their T/O weapon from their employing unit.

(b) Activated IRR Marines and retirees will receive clothing support (uniforms, boots, Consolidated Issue Facility (CIF) gear, etc.) from the RSU that processes the Marines to active duty. Weapons will be provided by the Supporting ILOC Commander.

(c) IRR Marines will redeploy, administratively out-process, and deactivate through the RSU from which they were activated.

b. Planning Factors

(1) USMCR UTR - T/A Deficiencies. USMCR units maintain a T/A to support training readiness and not their complete allowances of equipment as prescribed in their UTR. The scale and scope of unit T/A - UTR deficiencies

varies primarily due to the unit's organic maintenance and storage capability.

(2) In accordance with reference (be) COMMARFORRES is authorized to assign F/AD's II through V, in consonance with the criteria established in the reference. COMMARFORRES will automatically upgrade F/AD's assigned upon CMC activation approval. In cases where activation approval is delayed, or in case of non-mobilization situations (Annual training, exercises, TSC events, etc.), COMMARFORRES has the authority to upgrade an USMCR unit's F/AD 180 days prior to change in the unit's mission or status which would merit an elevated F/AD. Redeploying USMCR units will remain at a higher F/AD category for 60 days upon return to the HTC in order to conduct appropriate post-deployment maintenance and reconstitution of Stores Account (SAC) 1 and 3 items.

(3) USMCR unit equipment may be required, and is authorized, to move prior to the unit's activation date to meet strategic airlift or sealift movement windows as contained in the CCDR's TPFDD.

(4) Individual Navy Reserve activation process requires approximately seven days at the NOSC and fourteen days at the NMPS, culminating with the Sailor's arrival at the HTC or ILOC and integration by the unit prior to the unit's departure.

(5) USMCR units may require externally provided administrative, medical, dental, deployment, and logistic support at HTCs, ILOCs, POEs, and PODs, based on the circumstances and requirements requisite to a given OPLAN or contingency. Supporting agencies will be identified in the DC PP&O (PO) activation message.

4001. CONCEPT OF LOGISTICS SUPPORT

1. Phase I: Pre-activation. COMMARFORRES is responsible for USMCR units' logistical support until activation.

a. COMMARFORRES provides supply support via such logistic resources as COMMARCORLOGCOM and Defense Logistics Agency (DLA), General Services Administration (GSA), or civilian third parties while at the HTC. COMMARFORRES does not possess wholesale or intermediate supply activities, nor do units retain accompanying supplies or combat loads of material for use once activated.

b. USMCR units do not possess their complete UTR allowance for unit organizational equipment. As such, USMCR units will require sourcing of UTR - T/A deficiency equipment prior to activation. During planning phases, COMMARFORRES will identify to COMMARFORCOM the UTR - T/A deficiencies for sourcing. COMMARFORCOM will identify to DC I&L the UTR - T/A deficiencies for sourcing.

c. USMCR units possess an organizational level maintenance capability for all types of equipment and very limited intermediate level capabilities at selected units.

d. Intermediate-level maintenance support is provided by 4th Maintenance Battalion, 4th Marine Logistics Group unless otherwise directed by COMMARFORRES. Equipment requiring intermediate-level maintenance is

evacuated to a number of different sites throughout CONUS depending upon the type of equipment.

e. COMMARCORLOGCOM manages and oversees centralized equipment programs designed to provide CBRNE, Individual Combat Clothing Equipment (ICCE), Special Training Allowance Pool (STAP), AMALs/ADALs, and special mission equipment.

f. USMCR force requirements are identified by the supported COMMARFOR during contingency and crisis action planning. Additionally, the supported COMMARFOR identifies those force requirements in the supported CCDR's TPFDD. These requirements are sourced by COMMARFORRES, verified through COMMARFORCOM to CDRUSJFCOM, then validated by the Supported MARFOR to the CCDR for validation and movement.

g. During planning phases, COMMARFORRES assists deploying USMCR unit commanders in identifying critical unit equipment shortfalls, and assists the supported COMMARFOR in the development of logistic estimates for sustainment (accompanying supplies and resupply) as well as a Reception, Staging, Onward Integration (RSOI) plan to support the seamless integration of AC/RC forces. The supported COMMARFOR validates USMCR unit equipment shortfalls and submits them to DC I&L for sourcing.

h. Prior to issuance of activation directive by DC PP&O (PO), and upon warning and indication of a potential activation, the supported and supporting MARFORs establish a report for planning relationships between subordinate commanders in order to exchange information. At this time, USMCR unit commanders receive mission orders, analyze assigned tasks, and determine whether they possess required unit equipment to accomplish their assigned mission.

2. Phase II: Activation and Movement. Upon activation, USMCR units are under the COCOM of CDRUSJFCOM. CDRUSJFCOM exercises COCOM of activated USMCR units through COMMARFORCOM.

a. COMMARFORRES is a supporting commander to COMMARFORCOM during the activation and movement of USMCR units, and for other support as specified in the DC PP&O (PO) activation order.

b. Upon DC PP&O (PO) order to activate an USMCR unit, COMMARFORRES coordinates with COMMARFORCOM and DC I&L to obtain fiscal appropriation data to fund the transportation of USMCR unit personnel and equipment during deployment/redeployment operations.

c. COMMARFORRES via COMMARFORCOM identifies Unit Density List (UDL) - T/A deficiency shortfalls to DC I&L. DC I&L sources T/A deficiency equipment shortfalls through global sourcing.

d. Deployment from HTCs to the ILOC or directly to the CCDR's AOR is initiated by a COMMARFORCOM DEPEND.

e. Depending on surface lift timelines and CCDR established unit Latest Arrival Dates (LADs), equipment (Organic T/A and globally sourced) will deploy in support of the activated USMCR unit starting in Phase II and continuing through Phase IV.

3. Phase III: Pre-deployment and Force Integration.

a. COMMARFORRES executes appropriate supply transactions to transfer unit equipment from the MARFORRES supply domain to the appropriate deployed supply domain designated by the supported MARFOR commander.

b. At the ILOC/POE, USMCR units receive and integrate Class VII material sourced by HQMC (DC I&L), and any accompanying supplies or materiel prescribed by the supported MARFOR commander for deployment that was not available prior to departing the HTC. Additionally, any health service support requirements that could not be conducted at the HTC are performed prior to deployment. Units that self-deploy must coordinate the receipt of any supplemental equipment or classes of supplies and incorporate them into their embarkation plans.

c. Global sourcing and movement of equipment to support activated USMCR units will be ongoing. Every effort will be made in transporting globally sourced equipment to the ILOC for preparation and embarkation by the activated USMCR unit, however, force deployment surface lift timelines and equipment availability will dictate movement timelines of the globally sourced equipment and best supporting POEs.

4. Phase IV: Deployment. This phase begins when the activated USMCR unit deploys from a POE. The supported CCDR exercises OPCON of the activated USMCR unit upon arrival in the CCDR's AOR. The supporting establishment, as a supporting effort, will provide sustainment support to the deployed MAGTF. This phase ends when the activated USMCR unit arrives in the CCDR's AOR.

5. Phase V: Redeployment. Upon mission completion, activated USMCR units redeploy to a subsequent theater for follow-on operations or they redeploy to CONUS for deactivation. This phase begins when activated USMCR units depart the supported CCDR's AOR. The Supporting ILOC Commander, as the activated USMCR unit main effort, exercises ADCON or command over the activated USMCR units (as directed) to ensure rapid processing of RC personnel back to their HTC. HQMC, as a supporting effort, ensures proper support of and equipment recovery from activated reserve component members. COMMARFORCOM is the supported commander. All organizations and commands supporting redeployment provide and coordinate support that includes but is not limited to administrative, medical/dental, local transportation, billeting and messing, as required. This phase ends when the activated USMCR unit and associated equipment arrive at the HTC ready for deactivation.

a. COMMARFORCOM issues reception, staging and onward movement (RSO) message outlining specific actions required by supporting MARFORs and other USMC agencies to effectively deactivate USMCR units. COMMARFORCOM commands the USMCR unit until the DC PP&O (PO) directed deactivation date, i.e., last day of active duty.

b. USMCR forces may directly redeploy to HTCs for deactivation, but are subject to COMMARFORRES capabilities and limitations, based upon the size/scope of the redeployment and post-deployment deactivation processing requirements for personnel administration, health service support, equipment maintenance, etc.

c. IRR Activation/Deactivation. See Chapter 3, paragraph 3003.

4002. TASKS

1. DC I&L

a. When requested, provides transportation of things (TOT) funding to COMMARFORRES and to the gaining COMMARFOR to support the movement of USMCR unit equipment to meet strategic transportation timelines.

b. Develops plan to source activated USMCR unit equipment/materiel requirements per reference (bg).

c. Directs sourcing of AC/RC identified equipment shortfalls.

d. Provides disposition instruction of equipment during each phase as required.

2. DC M&RA. Will issue orders to individual reserve Marine and Retirees ordering the member to active duty. Included in the orders will be directions for the member to report with uniform items - serviceable and/or unserviceable as described in paragraph 4004 of this chapter.

3. COMMARFORPAC/COMMARFORCOM

a. Develops USMCR R&FI plans.

b. Identifies, to DC I&L, USMCR units' activation-related logistical shortfalls that cannot be sourced from force held stocks or RBE.
(COMMARFORCOM)

c. Provides individual ICCE equipment to activated assigned Marine IMAs upon activation and recovers equipment upon deactivation.

d. Supporting ILOC Commander Report available RBE per reference (n).

e. Plans and funds TOT and Transportation of Personnel (TOP) for movement of activated USMCR units from the ILOC to A/SPOE during deployment and A/SPOD to the RILOC upon redeployment.

f. Coordinates planning for logistical and deployment/redeployment support of assigned activated USMCR forces with supporting commanders.
(COMMARFORCOM)

g. Captures, records and reports clothing and individual equipment costs to DC P&R (RFO) for reimbursement.

h. In the event that the USMCR unit's mission/training requirements change less than 90 days out, resulting in an unforecasted class V(W) ammunition request, the Supporting ILOC Commander will submit the request to the local Ammunition Supply Point (ASP) for support. Requests for class V(W) ammunition above and beyond the USMCR unit's pre-deployment allocation will be submitted through the chain of command for sourcing and support in the form of a special allowance request to TECOM.

4. COMMARCORBASESLANT/COMMARCORBASESPAC

a. Provides facilities and base operating support to COMMARFORCOM for USMCR forces during all phases of activation/deactivation.

b. Provides all logistic requirements for RSU processing of activated Marine IRRs, retirees, Navy AC/RC personnel assigned to USMCR units and contractors. Recovers issued individual equipment during deactivation.

c. Captures, records and reports clothing and individual equipment costs to DC P&R (RFO) for reimbursement.

5. COMMARFORRES

a. Plans and provides logistics support required to support activation, deployment, and redeployment of USMCR forces, as requested by COMMARFORCOM or the Supporting ILOC Commander.

b. Identifies USMCR units' activation-related logistical shortfalls to DC I&L via COMMARFORCOM.

c. Requests DC I&L to provide TOT appropriation data allowing movement of USMCR unit equipment to meet strategic transportation timelines.

d. Responsible for planning and funding movement of the activated USMCR unit from the HTC to the ILOC, and also from the RILOC back to the HTC. In special cases involving non-traditional ILOC's, MARFORRES is responsible for planning and funding TOT/TOP movement of the activated USMCR unit from the HTC to the ILOC and A/SPOE during deployment and movement from the A/SPOD to RILOC and back to the HTC upon redeployment.

e. Coordinates distribution of force-held materiel such as ICCE items, special allowance equipment, and AMALs/ADALs that are shipped from the LOGCOM centralized storage/readiness facilities to either the unit's HTC, ILOCs or POEs, consistent with the supported COMMARFOR's concept of deployment.

f. USMCR RBE will be reported to COMMARFORCOM and COMMARCORLOGCOM per reference (n).

g. Conducts supply transactions to transfer USMCR unit equipment to the supply domain of the supported COMMARFOR.

h. Captures, records and reports clothing and individual equipment costs to DC P&R (RFO) for reimbursement.

i. Provides uniforms and individual ICCE equipment to USMCR unit members. Recovers issued individual equipment during deactivation.

j. Returns UTR - T/A deficiencies per DC I&L disposition instructions.

k. Ammunition. Transfer class V(W) ammunition allowances via Training Ammunition Management Information System (TAMIS) to the Supporting ILOC Commander at least 90 days out from the first month that training will occur.

l. Approve upgraded F/AD requests from activated USMCR units upon CMC activation msg per reference (be).

6. COMMARCORLOGCOM

- a. As tasked by DC I&L, sources materiel required by supported and supporting COMMARFORs during USMCR unit activation/deactivation.
- b. Reports activation expenditures to DC I&L and DC P&R.
- c. Accepts custody of RBE per reference (n).

4003. UNIFORM CLOTHING POLICY FOR ACTIVATED PERSONNEL

1. Chapter 9 of reference (bi) establishes policies and procedures for administration of clothing requirements for deploying reserve personnel.
2. Reference (bh) establishes individual clothing allowances each fiscal year, to include allowances for RC Marines.
3. Utilize the following procedures for enlisted IMA, IRR, recalled retirees, and Navy reserve assigned to USMCR units.
 - a. Conduct an inventory of uniform clothing items and record on form NAVMC 631/631A. Compare to existing NAVMC 631/631A in individual's Service Record Book (SRB); SRB inventory is list of required maintenance items. If no inventory was found in SRB, the new inventory becomes the list of required maintenance items.
 - b. Replace in-kind those items found unserviceable for form, fit, or function. Unserviceability due to form or fit does not apply to IMAs who cannot maintain weight standards.
 - c. Determine whether there is fault or negligence for any missing or unserviceable items and authorize issue of deficiencies. If fault is determined, direct cash sales or checkage for deficient items will occur.
 - d. Issue difference between list of required maintenance items and minimum combat load. Additional clothing items up to the minimum requirements list (MRL), per reference (bh), may be issued by the gaining MAGTF Commander, if required.
 - e. The Supporting ILOC Commander may authorize same supplemental allowances that are currently in effect for unit, per reference (bh). Medium Dress Blue Supplemental Allowance is also authorized for those assigned to Casualty Assistance Teams for funeral details. Sailors activated for service with Marine units are authorized the Special Initial Utility Uniform Allowance (SIUUA), per references (bi) and (bh).
 - f. Authorize issues by completing and signing form NAVMC 604/604B. Direct individuals to the closest MCSS or RCO to draw clothing items. The store will mark the NAVMC 604/604B with "Due to Individual" for any items not in stock (NIS). Issue must then be documented on NAVMC 631/631A in SRB, per reference (bi).
 - g. Initiate Basic Clothing Replacement Allowance (CRA), per reference (bh), via UD entry to accrue commencing with the day following the completion of 6 months continuous active duty, without regard to time lost from the date of last authorization to the initial clothing allowance.

h. If IRR "non-obligor" (no obligated service remaining), retiree, or dischargée that has been off of obligated service more than 90 days, issue minimum combat load, but only once during 4 consecutive years and only once during any period of continuous active duty. A complete Initial Clothing Allowance issue is authorized by the gaining MAGTF Commander, if required.

i. Initiate Basic CRA via UD entry to accrue commencing with the day following the completion of 6 months continuous active duty, without regard to time lost from the date of last authorization to the initial clothing allowance.

j. Upon deactivation, complete exit inventory and counseling and document on NAVMC 631/631A, per reference (bi). Ensure that those personnel with obligated service are advised that they must bring these uniform clothing items with them if they are recalled to active duty. IMAs and IRRs must maintain their clothing if they are ever reactivated and bring it with them. IRR "non-obligors" (no obligated service remaining), retirees, and discharges must maintain their clothing and bring it with them if they are reactivated within 90 days.

4. For SMCR, IMA, IRR and recalled retirees Marine Officers, provide Additional Active Duty Allowance via UD entry, per references (bh) and (u). To qualify, officers must remain on active duty for more than 90 days and must be more than 2 years since last on active duty (for a period of more than 90 days).

5. For enlisted USMCR unit RC Marines, the following procedures apply.

a. Issue difference between Reserve MRL and Active MRL.

b. Provide in-kind replacement of unserviceable clothing (USMCR unit responsibility).

c. Determine whether there is fault or negligence for any missing or unserviceable items and authorize issue of deficiencies. If fault is determined, direct cash sales or checkage for deficient items.

d. If assigned to a Active Command, Supporting ILOC Commander may authorize same supplemental allowances that are currently in effect for unit, per reference (bh). Medium Dress Blue Supplemental Allowance is also authorized for those assigned to Casualty Assistance Teams for funeral details.

e. Issues must be documented on NAVMC 631/631A in SRB, per reference (bi).

4004. INDIVIDUAL EQUIPMENT ISSUE POLICY. The following procedures provide individual equipment issue policy upon activation of RC members and AC Marines.

a. For IMA Marines, the Supporting ILOC Commander or CG MCI, if directed to process via the RSU, coordinates the individual equipment issue from the CIF. The Supporting ILOC Commander issues CBRNE PPE, T/O weapons, CTEP/TAP equipment.

b. For USMCR unit members, the individual equipment issue, CBRNE PPE, T/O weapons, and type 3 equipment is issued by the unit via MARFORRES and the Critical Asset Rapid Distribution Facility (CARDF).

c. For IRR, recalled retirees, Navy reservists assigned to USMCR units, or civilians/contractors, the RSU coordinates the individual equipment issue from the CIF, CBRNE PPE from MCI, and type 3 equipment from the CTEP. The Supporting ILOC Commander issues T/O weapons.

(1) CG MCI provides additional funding to COMMARCORLOGCOM (PM, CIF) until R/R funds have been transferred to COMMARCORLOGCOM.

(2) A waiver to requisition without submitting formal T/O&E change may be authorized by DC I&L (LPC). CG MCI will not formally transfer CBRNE IPE or Type 3 equipment to gaining MAGTF Commander, unless coordinated during demobilization. CG MCI may be required to provide additional funding to Supporting ILOC Commander for Type 3 equipment (per COMMARFOR direction).

(3) Request allowance increases to MCCDC (TFSD) and submit off-line requisition for additional weapons to COMMARCORLOGCOM.

d. For active duty augments, the losing command will provide as much individual equipment as possible prior to sending the Marine TAD "in-excess" reporting to the RSU. Formally transfer weapons to Supporting ILOC Commander, using Z2M (if same supply domain) or D7P (if different supply domains) transaction. D7P is also appropriate when Supporting ILOC Commander is unknown. Crane reporting is required per reference (bj). Supporting ILOC Commander accepts weapon via D6A/DAD transaction and completes Crane reporting per reference (bj).

4005. INDIVIDUAL EQUIPMENT RETURN POLICY DURING DEACTIVATION. The following procedures provide individual equipment return policy upon deactivation of RC members or return of AC Marines to their parent command. All ICCE that was issued to individuals must be returned to the issuing facility (i.e., USMCR unit, MCB, CIF, etc.) prior to deactivation or other means to formally transfer supply accountability records must be coordinated and inducted (Z2M transfer transaction). The gaining MAGTF Commander's detaching organization must coordinate with owning organization (COMMARFORRES, COMMARCORBASESLANT, COMMARCORBASESPAC, CO MCB QUANTICO, or other local support activity; i.e., CIF, CTEP, etc.) to establish detailed turn-in/transfer procedures.

a. Coordinate formal transfer of weapons back to original owning unit, if not returned with deactivating personnel. If transferred, induct a Z2M (if same supply domain) or D7P (if different supply domains) transaction. Crane reporting is required per reference (bk). Gaining unit accepts weapon via D6A/DAD transaction and completes Crane reporting per reference (bk).

b. Include in the remarks of the detaching endorsement on the individual's order, the following:

(1) List of ICCE collected by the detaching organization (if list is lengthy, it may be attached). If no gear has been collected, the remarks must state "No ICCE Collected."

(2) List any known lost, missing, or damaged ICCE (including serial number for any serialized equipment).

c. Complete and sign a Missing Gear Statement, per reference (a), identifying any lost, missing, or damaged items.

d. The supported MAGTF Commander is responsible for any lost, missing, or damaged equipment not identified on the detaching endorsement and supported by a Missing Gear Statement.

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Chapter 5

Manpower and Administration

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Chapter 5

Manpower

5000. OVERVIEW

1. Mission. Upon a declaration of war or national emergency or when the President determines a necessity to augment the AC for an ongoing operation or to support certain emergencies, and receipt of Reserve recall authority, DC M&RA will execute manpower processes to source Marine Corps contingency manpower requirements with personnel from the Total Force (i.e., active, reserve, and retired Marines) as directed by the CMC. Marine Corps T/Os provide the framework on which AC/RC manpower resources are allocated. In a crisis, as in peacetime, DC M&RA will meet staffing requirements using the IRR, retirees, IMA, and global sourcing active duty Marines. Assignment decisions for individuals are the responsibility of DC M&RA (MMOA/MMEA). Those decisions will take into account: authorized T/O requirements as reflected in the Authorized Strength Report (ASR) and Joint Manning Documents (JMD); actual availability of specific grades/skills; the effect of stop loss actions; and potential Marine Corps manpower requirements to support contingency operation(s).

2. Planning Factors. Reference (bl) provided CMC guidance for priorities to expand the USMC Active Component to ensure capability of meeting and sustaining operational requirements:

- a. Crisis Command and Control.
- b. Security Operations.
- c. Sustained Operations.

3. Personnel Policies and Procedures

a. The Supporting ILOC Commander assumes responsibility for administration of gained activated USMCR units and individuals. The COMMARFORCOM deployment and transfer order, along with the DC PP&O (PO) activation message, detail command relationships. The Supporting ILOC Commander performs administrative/personnel transactions for gained activated USMCR units via the IPAC.

b. References (z), (bm) and (bn) through (cy) provide current USMC policy for various manpower actions. Figure 5-1 below provides additional reference for manpower planners:

Subject	Action	Remarks
Civil Office Holders	Members of the Marine Corps Reserve (officer and enlisted) ordered to active duty for more than 270 days are prohibited from holding or exercising, by election or appointment, the functions of a civil office in the government of the US, a US territory or possession, a state, or any political subdivision of any such government.	References (a) and (bm)
DNA Samples	DNA specimens will be collected from all members of the Selected Reserve (units and individuals). COMMARFORRES is responsible for ensuring all Reserve Marines have a sample on file. Additionally, COMMARFORRES is responsible for ensuring DNA specimens have been collected from all Reserve Personnel prior to their deployment into a hostile fire or imminent danger zone.	See reference (bz) Para 4.f, g and 5.a.(c).
Civilian Contractors and Government Employees	Civilian contractors and government employees may be processed via a RSU located at either MCB Camp Pendleton/Lejeune. This ensures these members have been medically screened, equipped, and received a theater briefing as specified by the requesting gaining force commander.	Pay for a government contractor is covered by the statement of work (SOW). See references (ca), (cb) and (cc) above.

Figure 5-1.--Manpower Policy

Remainder of this chapter will focus on manpower actions not addressed in above references.

4. Fiscal. See chapter 6.

5001. IMPLEMENTATION OF STOP LOSS

1. Background. Stop Loss is designed as a manpower tool to source personnel requirements that stabilize unit personnel and support future operations. When requested by the CMC, the SECNAV may authorize "Stop Loss" for all AC/RC Marine Corps personnel or subcategories of personnel depending upon operational manpower requirements. SECNAV will also establish the effective date for USMC "Stop Loss". Normally "Stop Loss" policy will address/encompass "Stop Move" and the Unit Deployment Program (UDP). When "Stop Loss" is authorized and implemented, it involuntarily extends the date of separation (i.e., EAS, EOS, ECC, RESECC, and Mandatory Drill Participation Stop Date) for all AC/RC Marine Corps personnel per Section 123 and Section 12305 of reference (a) and reference (cd).

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2. Action

a. Stop Move. When directed by DC M&RA (MM/RAM), all orders for Marines with the established "Stop Move" effective date will be held in abeyance. Exceptions to this policy (Military Occupational Specialties (MOSSs) and Special Duty Assignments (SDAs)) will be published separately by DC M&RA (MM).

b. Stop Loss. Upon receipt of the MARADMIN, Commanders apply Stop Loss provisions to Marines who have identified EAS, EOS, ECC, and Mandatory Drill Participation Date. Additional following steps are provided:

(1) First General Officer (GO) in the Marine's chain of command determines if it is in the best interest of the Service for the Marine to separate. This decision may be weighed against the possibility that DC M&RA (MM) may not provide a replacement due to manpower constraints.

(2) Commanders may be authorized to continue to separate or retire Marines per references (cd) and (cf). Additionally, DC M&RA (MM) will provide instructions on how to process and separate Marines for reasons of hardship, physical disability, involuntary administrative separation, or violation of the UCMJ. Any request to allow Marines to continue service in the categories listed above shall be forwarded to DC M&RA for AC, IRR, IMA, and AR Marines and to COMMARFORRES for USMC unit Marines.

c. Retirement. Commanders will be provided with following specific information by DC M&RA (MM):

(1) Effective date not to Stop Loss a Marine.

(2) How to cancel or delay a Marine's approved voluntary retirement with supporting justification.

(3) How to process a retirement request by the first GO in the Marine's chain of command.

(4) Whether the Commanders are authorized to recall to duty Marines who have departed on permissive TAD and/or Terminal Leave in conjunction with separation or retirement.

3. Administrative Instructions

a. Active Component. Reporting units will report involuntary extensions via naval message for career designated officers to DC M&RA (MMSR-3) and for non career designated officers to DC M&RA (MMOA-3). Enlisted Marines should be reported via unit diary. Reference (bw) provides detailed information.

b. Reporting. DC M&RA (MP) provides Stop Loss and Stop Move plans to DC P&R (RFM) for each year, and updates DC P&R (RFM) monthly with actual numbers. Stop Loss of AC personnel represents increased costs to the MPMC account, which requires a supplemental request for funding. Conversely, Stop Move represents a savings during the Stop Move period.

c. Reserve Component

(1) Stop Loss is used to involuntarily extend Marine Reservists who are filling IMA billets, Selected Reserve billets, or IRR Marines who have

been ordered to active duty (other than training) per Section 12304, 12302 or 12301 (a) of reference (a). As necessary, Stop Loss may also be applied to the entire IRR Marine community. Upon implementation of Stop Loss, all interservice transfers are suspended. Other Stop Loss actions, per reference (cf), include:

(a) Prohibits SMCR members (both obligors and non-obligors) from voluntarily transferring to IRR status.

(b) Does not prohibit SMCR (IMA and MFR unit members) or IRR members from affiliating with the AR program or returning to the AC.

(c) Extends the mandatory drill participation stop date of all obligor Reservists. Non-obligor Marine Reservists who request transfer or resignation may be extended in a drill status for up to 12 months beyond their requested transfer/resignation dates.

(2) IMA and IRR. The Supporting ILOC Commander must request modifications from CG MOBCOM to adjust the Marines' EAS/ECC dates. Marines may not be involuntarily extended beyond the legal recall period.

(3) USMCR Unit Members. COMMARFORRES, as authorized by DC PP&O, may selectively extend EAS/ECC dates for Marines in units that are extended beyond their initial active duty. Marines may not be involuntarily extended beyond the legal recall period.

5002. IMPLEMENTATION OF STOP MOVE

1. Background. The Marine Corps, when required, implements "Stop Move" for those Marines who are expecting to change duty stations. Implementation of this policy involuntarily extends the date of separation for all Marine Corps personnel under the authority of the references to adequately staff special duty assignments (SDA).

2. Action

a. DC M&RA (MP) issues policy and guidance to implement Stop Move regarding SDA commands. SDA commands include: MSG, DI, SOI, and recruiting duty. Marines assigned to MCSF will be considered on a case-by-cases basis.

b. DC M&RA (MP) maintains SDA school pipeline. Marines assigned to school will continue to execute their orders unless otherwise directed.

c. Commanding Generals of SDA commands will be given the authority to waive Stop Moves and allow SDA Marines to PCS as their replacements report or as the SDA staffing situation stabilizes.

d. Stop Move also applies to Marines in the AR Program.

5003. ACTIVATION AND DELAY, DEFERMENT AND EXEMPTION

1. Purpose. Figure 5-2 provides activation planning guidance for RC members (i.e., members of USMCR units and individuals) to be involuntarily ordered to active duty (other than for training).

Area	Member is:	Then:
Report to active duty:	Within 24 hours unless otherwise directed by the Military Service Department	
Medical	Hospitalized, convalescing, or being evaluated for retention	Delay or Separate if condition cannot be corrected in 16 weeks.
	HIV positive	Do not activate
Schooling	Enrolled in high school and under 20 years old	Defer until graduated High School.
	Has not yet completed Initial Active Duty for Training (IADT) or equivalent per reference (a)	Exempt
	Enrolled in college or professional school	Activate
	Enrolled in theology or divinity school	Delayed or exempted. Members, once identified, will be deferred. Member is required to apply for exemption. If exemption is authorized, place member in Stand-by Reserve.
Judicial	Under arrest or confinement	Delay or Separate
	Pending civilian criminal charges	Delay or separate based on MARFORRES SJA recommendation.
	Pending UCMJ criminal charges	Activate w/USMCR unit and transfer to I&I RUC/MCC for final disposition from either MARFORRES SJA or HQMC (JA).
Personal	Sole surviving son or daughter. Defined as an only remaining son or daughter in a family where a parent or one or more siblings was killed in the line of duty, listed as missing in action, or has been determined by the VA or military to be 100 percent disabled and is hospitalized and not employed	Activate per reference (cg). Members will not be deployed unless they waive their status.

	Military spouse with dependents	Dual military couples with children are required to have a family care plan, members may request delay, deferment or exemption.
	Sole parent	Activate but may seek exemption.
	Extreme personal hardship	Exempt if hardship can't be resolved within 12 weeks. Member's case will be reviewed for future military potential. Member is either retained or processed for administration separation.
	Pregnant Marines	Will not be activated
	New or natural mothers/parents	Deferred for 16 weeks from date of adoption, birth, or in-home placement.
	Conscientious Objector (CO)	Activated unless member requests exemption prior to notification (i.e., receipt of orders). Marines identified as CO after reporting for duty will be assigned to an DSS, RSU, or gaining command until their case is adjudicated per current Marine Corps regulations.

Figure 5-2.--Activation Planning Guidance (continued)

2. Operation Name - Orders. All orders shall specify that the call to active duty is in "support of a contingency operation." Also the operation name, RTN (if applicable), and executive order are included in the orders that each AC/RC Marine receives.

5004. DELAY, DEFERMENT AND EXEMPTION (DD&E) POLICY AND PROCEDURES FOR RESERVE AND RETIREES RECALLED TO ACTIVE DUTY

1. Purpose. This section provides guidance for requesting and approving delay, deferment and exemption (DD&E) requests made by members of the Ready Reserve and retirees who have been involuntarily ordered to active duty. This section is not intended to be used as guidance in determining the fitness or suitability of members to be activated. Furthermore, the DD&E policies and processes outlined in this section are not to be used to circumvent humanitarian transfer procedures and hardship discharge. All DD&E actions will be reported in MCMPs for all members, units and individuals, of the Marine Corps Reserve recalled to active duty.

2. Definitions

- a. Delay. A situation that requires modification to a member's initial report date/orders, but does not warrant or require cancellation of their activation orders
- b. Deferment. A situation which requires cancellation of a member's initial set of activation orders.
- c. Exemption. A situation which necessitates cancellation of a member's activation orders under current partial mobilization authority, but does not warrant the member's separation.
- d. Separation. A situation that warrants a member's administrative discharge from the Marine Corps Reserve, per reference (j) or other applicable directives.

3. Policy. USMCR unit members and individual Marines involuntarily activated will be permitted a mandatory minimum delay of thirty days following the day prior to reporting for duty. If a member is authorized POV travel, their report date will be modified to accommodate travel time requirements shown in the Joint Federal Travel Regulations (JFTR) per the maximum miles allowed per day, but will still allow the member their mandatory minimum delay. Reservists and retirees will be required to execute their orders in accordance with their initial report date if they have not received formal notification that they have been approved for a delay, deferment or exemption prior to their report date for active duty (i.e., other than for training).

4. Delay, Deferment and Exemption Authorities (DD&E). Figure 5-3 provides DD&E authorities and maximum time delay or deferment, less exemption, can be authorized.

Command	Delay	Deferment	Exemption
HQMC	DC M&RA (MP) will publish DD&E policy, via MARADMIN, per contingency operation and modifications to the below policy as required.		
COMMARFORRES	Authorized to Delay a Marine Reservist up to 112 days or 16 weeks. DC M&RA (MP) adjudicates requests for more than 112 days.	Authorized to grant deferment to Marine unit members who are unable to report within 112 days	See paragraph 5003 for authorized Exemptions.
USMCR Unit CO/OIC	14 days from the member's report date for active duty.	Not authorized. Requests for deferment will be forwarded to MARFORRES for adjudication.	Not authorized to grant Exemption.
CG MOBCOM	IMAs: 14 days from report date for active duty.	Not authorized for IMA. Authorized to grant deferment to IRR for a period not to exceed 112 days, info DC M&RA (MP).	See paragraph 5003 for Authorized exemptions. Exemptions that exceed 2 years will be processed for separation, info DC M&RA (MP).
	IRR 28 days from report date for active duty.		

Figure 5-3.--DD&E Authorities

5. Procedures to Request DD&E

a. General. Members reporting for activation with obvious permanent and/or debilitating physical problems (e.g., missing or broken limbs, blinded, etc.), will not be "initially joined" to active duty. The site support (in case of USMCR unit personnel), AC gaining commander (in case of Marines drilling in IMA billets), and DSS and RSU (in case of Marine IRRs and retirees) will immediately notify the member's parent command (COMMARFORRES for USMCR units, MOBCOM for IRR/IMA members, and DC M&RA (MMSR) for retirees) of their condition, endorse their orders, make appropriate return travel arrangements, and direct the member to immediately return to the place ordered to active duty. Listed commands/organizations will provide members with necessary forms to complete a travel claim and will assist members with submission of these travel claims. Upon receipt of the completed travel claim, the parent unit will then complete necessary actions for payment of the member's entitlements under activation orders, and initiate appropriate separation actions (if required). Note: Members are automatically provided SGLI during this time.

b. Members that do not have obvious permanent debilitating physical problems or are not specifically prohibited from being activated will be "initially joined". If after being joined, members are found to be not physically qualified or unsuitable to be retained on active duty, then their Supporting ILOC Commander will initiate separation actions per applicable directives.

c. Preparation of Requests. Ready Reservists and retirees seeking DD&E or separation will be responsible for preparing and submitting their own requests, to include obtaining and preparing requisite supporting documentation and evidence. Requests should be submitted as soon as practical after receipt of orders or notification they will be receiving orders to ensure adequate time (i.e., a minimum of 1 week) for processing and adjudication. Requests will be submitted in a letter format and must contain (at a minimum):

- (1) Date of request.
- (2) Grade, first name, middle initial, last name.
- (3) Social security number.
- (4) Home mailing address.
- (5) Home and work phone numbers.
- (6) Training category (USMCR, IMA, IRR, Retiree).
- (7) Unit address and phone numbers (if USMCR/IMA).
- (8) Nature of request (delay w/# of days requested exemption or separation).
- (9) Report date and basis of the request.
- (10) Detailed statement explaining basis of request.
- (11) Signature.
- (12) Encl (1) Copy of activation orders.
- (13) Encl (2) Copies of supporting documentation, birth/adoption certificates, evidence of confinement or pending criminal matter, evidence of school enrollment, personal affidavits and supporting statements (to include address and phone numbers of those providing statements), or anything else that would help expedite processing and adjudication of a request.

d. Submission of Request

- (1) USMCR Unit Members. Submit their request via the MFR chain of command to CMFR (G7).
- (2) IMA and IRR Marines. Submit their request to CG MOBCOM.
- (3) Retired Marines. Submit their requests to DC M&RA (MM).
- (4) Requests should be submitted by the most expeditious means possible (fax, overnight mail or hand-delivered). E-mail may be used only if scanned documents are attached with appropriate signatures. If requests are faxed or e-mailed, original signed requests (with signed statements) must be immediately mailed to the delay authority.

e. Processing of Requests. Requests will be evaluated and adjudicated based on guidance contained herein, the completeness and validity of

supporting documentation, and all applicable directives. Those adjudicating requests may require/request additional information from members, as necessary, to make a decision.

(1) USMCR Unit Commanders. Overnight mail or e-mail requests that exceed their authority via the chain of command to COMMARFORRES with an approval/disapproval recommendation.

(2) IRR and IMA Marines. Submit requests directly to CG MOBCOM, who will overnight mail, fax, or email requests that exceed his authority to DC M&RA (MP) with an approval/disapproval recommendation. CG MOBCOM will update the Marine's record in MCMPS with the appropriate DD&E code.

(3) Retired Marines. Submit requests directly to DC M&RA (MM).

(4) Commanders with delay authority may grant any number of days of delay up to the limit of their authorized delay authority, consistent with operational requirements. Conversely, commanders may also deny any requests made within their authority. Requests that are denied cannot be appealed and members will be required to report as initially ordered or last ordered (if a previous delay was authorized).

f. Adjudicated Requests. Members submitting DD&E requests will be notified, in writing, by the approving authority of the requests approval or disapproval. If a delay is approved, the written notification will specify the number of days that have been approved with the members' new report date.

(1) Formal approval notifications from approval authorities will be used as the source documentation required for the appropriate orders modifications or cancellations.

(2) The approving authority will notify DC M&RA (MPP-60) and the RSU/Supported MAGTF Commander in any case where a delay, deferment, or exemption is authorized.

(3) DD&E requests will be maintained on file for a period of two years by the final adjudicating authority.

(4) COMMARFORRES will process requests via a DD&E board. The DD&E board will be conducted per procedures outlined in reference (c1) and shall be undertaken in a manner that will withstand the strict scrutiny and review that such proceedings may bring.

6. Coordinating Instructions. Points of contact for DD&E requests are as follows:

- a. COMMARFORRES (ATTN: G-7)
4400 Dauphine Street
New Orleans, LA 70146-5400
Phone Com (504) 678-1367; DSN 678-1367
Fax Com (504) 678-6635; DSN 678-6635
- b. CG MOBCOM (ATTN: COC)
15303 Andrews Road
Kansas City, MO 64147-1207
Phone Com (800) 255-5082; 816-843-3295/3296/3297/3298;
DSN 894-3295

Fax Com 816-843-3299; DSN 894-3299

- c. DC M&RA (MP) (ATTN: MPP-60)
3280 Russell Road
Quantico VA 22134
Phone Com (703) 784-9358
DSN 278-9358
Fax Com (703) 784-9812

5005. EXTENSION BEYOND 24 CONSECUTIVE MONTHS FOR RC INDIVIDUAL AUGMENTEES, SERVICE AUGMENTEES AND INDIVIDUAL MOBILIZATION AUGMENTEES ACTIVATED UNDER 10 U.S.C. 12302 AUTHORITY

1. Purpose. To provide policy for the extension of individual members beyond 24 consecutive months of active duty as authorized by Section 12302 of reference (a).

- a. As a matter of statutory authority, under no circumstances will a Reserve member be continued on active duty, as authorized by Section 12302 of reference (a), beyond 24 consecutive months. Breaks of active service of less than 31 days will be considered consecutive active service.

- b. Only RC members filling validated billets under Section 12302 of reference (a) and reaching 24 consecutive months will be transitioned to ADOS Contingency Operation (CO) (Section 12301(d) of reference (a)) orders, as required and approved by DC M&RA (MMFA).

- c. The RC members must voluntarily agree to extend on Section 12301(d) of reference (a) ADOS-CO orders in order to serve beyond 24 consecutive months.

- d. If the RC member's billet, during the beyond 24 month extension, is determined to be no longer required and the member is available for reassignment, DC M&RA (MMFA) may re-assign the member as appropriate.

- e. RC members will be identified beyond 24 consecutive months as component code "KM" and activation status code of "ZA" in MCTFS per Chapter 11 of reference (bw).

- f. RC members voluntarily extended qualify for civilian re-employment rights under chapter 43 of reference (t).

- g. Extensions for RC members who are approaching sanctuary (i.e., 18 years of active service) will be considered by DC M&RA on a case-by-case basis in order to balance the overall operational requirement of the commander and the impact of retaining the member until they qualify for a regular retirement.

2. Action. The following procedures apply for commands/agencies requesting an RC Member's voluntary extension:

- a. Requests will be submitted to DC M&RA (MMFA) via the chain of command.

- b. Commands/agencies will submit requests for continuation beyond 24 months at a minimum of 90 days prior to the member's current orders end date.

c. DC M&RA (MMFA) will provide a written response to the requesting command/agency no later than 60 days prior to the member's orders end date.

d. Requests to continue beyond 24 months must be in support of a valid IA, SA, or IMA contingency requirement.

e. Commands/agencies with administrative control of Marines continued on active service beyond 24 months will make the appropriate UDMIPS entry (change of EAS and activation status code) only after order modifications have been authenticated and received by the command and the member.

5006. PAY, ORDERS AND ENTITLEMENTS

1. Purpose. This section provides basic information regarding pay, Direct Deposit Program, advance pay and allowances, DD 214, and leave. Additional policy and guidance may be promulgated by HQMC as required per contingency.

2. Pay. Pursuant to Section 101(a)(13) of reference (a), the call or order to active duty of members of the uniformed services during a war or national emergency declared by the President or Congress under Section 12301(a), 12302 and 12304 of reference (a) triggers a contingency operation. Pay and allowances are authorized under reference (ch). Additional entitlements are authorized under references (a) and (t) for service members participating in that operation. Members voluntarily or involuntarily ordered to active duty in support of a contingency operation are eligible for these entitlements as they apply to their individual situations.

3. Special Pay. Members shall provide documentation to establish qualifications and eligibility for special pay not resident in MCTFS (i.e., Foreign Language Proficiency Pay (FLPP) and Aviation Continuation Incentive Pay (ACIP)).

4. Orders. Orders shall specifically state that an individual is on active duty in support of the named contingency operation, state the utilization authority, and the type of orders. All pay, allowances, rights, privileges, and protections for members are the same regardless of the voluntary or involuntary nature of the tour, as long as the member is supporting a contingency operation as defined above.

5. Direct Deposit. All RC members must be put on direct deposit/electronic funds transfer (EFT) in order to receive military pay and allowances. Members should be reminded that direct deposit to a checking account versus a savings account is preferable to ensure members have access to their funds while deployed.

6. Advance Pay and Allowances. The purpose of an advance of pay is to ease hardships imposed by the lack of regular payments when a member is activated. For specific guidance on eligibility and amounts payable for advance pay and allowances, see DoDFMR Vol 7a, Chap 32.

7. DD Form 214 - "Certificate of Release or Discharge from Active Duty". To ensure identification of qualification for veterans' and other benefits, members of the RC who have served on active duty during a contingency will be issued a "Certificate of Release or Discharge from Active Duty" (DD Form 214) in accordance with reference (ci). The certificate will be provided,

regardless of the number of days actually served on active duty. In accordance with PAA 02-09, the certificate will be delivered to the member upon execution of Leave While Awaiting Separation (LWAS).

8. Leave

a. Members mobilized to activate duty will accrue annual leave in accordance with reference (bv).

b. Members mobilized to active duty may be eligible for Special Leave Accrual in accordance with reference (bv).

c. Personnel with accrued leave shall be treated in accordance with Section 501 of reference (ch). Personnel with accrued leave shall, within statutory limitations, be given the option of receiving payment for such leave, taking pre-separation leave, or a combination thereof. In those instances where the Marine wishes to take accrued leave as LWAS; and due to operational commitments, or unusual circumstances; was not afforded an opportunity to complete LWAS within the unit/det's activation authority, may be extended to take LWAS.

d. In accordance with Section 501(b)(5) of reference (ch), Reserve or Retired members are authorized to sell back any accumulated leave, exempt from the 60-day leave sell-back limitation in Section 501(b)(3) of reference (ch).

9. Basic Allowance for Housing (BAH). A RC member called to active duty in support of a contingency operation is authorized BAH for the duration of the tour. If the RC member receives a PCS order authorizing household goods transportation, BAH is based on the new permanent duty station. However, if the member is called to active duty and a PCS order is not issued, BAH rate is based (paid) on the primary residence location at the time called to active duty. See Chapter 10 of the JFTR for specific guidance.

10. Rest and Recuperation (R&R) Leave Program. Following the Combatant Commander's establishment of a rest and recuperation program, via CJCS and OSD approval, that Commander will publicize the R&R program to the Services through implementing guidance as directed by OSD. HQMC will then inform the force of that Combatant Commander's R&R program.

11. Post Deployment/Mobilization Respite Absence (PDMRA). In accordance with reference (bv), RC Marines who are activated earlier than the 1:5 mobilization-to-dwell ratio goal for a period of 120 days or greater may accumulate up to 23 days of PDMRA. PDMRA must be taken prior to deactivation or permanent change of station (PCS). RC Marines may be extended on active duty in order to use PDMRA prior to deactivation. Navy personnel are subject to MILSPERSMAN 1050-272 guidance for Post Mobilization Respite Absence from Mobilized Reserve Component Personnel.

12. Family Separation Allowance (FSA). FSA is payable only to members with dependents. RC members with dependents may be authorized to receive FSA depending on the individual circumstances of the member and his dependents. See DoDFMR, Vol 7a, Chap 27 for detailed guidance.

13. Health Care. RC members are eligible to receive up to 180 days of active duty health care benefits both prior to activation and post deactivation.

14. Split Pay. Deploying members may request split pay. This authorization allows a Marine enrolled in direct deposit to receive a designated portion of their pay while deployed. This amount is the Requested Split Pay Amount (RSPA). Prior to submitting the RSPA, the unit must first allow Update and Extract (U&E) to process and post the Marine's entitlement to pay. The RSPA entry cannot be submitted until after the first U&E after the processing of the "INIT JOIN". The RSPA will not post without a payroll record resident in MCTFS.

15. Reserve Income Replacement Program (RIRP). This program provides for a payment to an eligible reservist involuntarily called to and serving on active duty in support of a contingency operation when his or her total monthly compensation is less than the average monthly civilian income of the member. See DoDFMR, Vol 7a, Chap 55 for further guidance.

16. Other Pays. RC members may receive other entitlements (i.e., hazardous duty location, hostile fire pay, etc.) based on their duty location and individual circumstances. See DoDFMR, Vol 7a, Chap 10 and 24 for detailed guidance.

5007. ACTIVATION OF THE PEACETIME / WARTIME SUPPORT TEAM (PWST)

1. PWSTs consist of IMA Marines who are trained to replace key I&I and Site Support Personnel. They are prepared to serve in general support to any USMCR unit as a result of activation. While PWST personnel will normally be activated to support the unit at their regular drilling HTC location, they can also be sourced to augment PWST shortfalls elsewhere if required. PWST personnel will not be activated solely to provide special project or funeral support, although they can be called upon to assist in this regard.

2. The Marine Corps Mobilization Command (MOBCOM) is the Operational Sponsor for PWSTs. In order to request the activation of PWST personnel, USMCR units should identify site support augmentation requirements to their respective MSC headquarters, in accordance with the format prescribed below. The PWST activation process takes an ample amount of time [approximately 60-90 days after MOBCOM creates the Requirements Tracking Number (RTN) in the Mobilization Requirements Tracking Module (MRTM)]. It is expected that PWST personnel will need to be on board at the HTC at least 30 days prior to the departure of the USMCR unit. Therefore, in order to have PWSTs activated in a timely manner, units should submit their requests 120 days prior to the expected activation date of the USMCR unit.

3. USMCR units may request the activation of specific PWST personnel by name. Additionally, if an SMCR unit does not have a by-name candidate for a requirement, an unsourced PWST augment can be requested and MOBCOM will attempt to identify a PWST to fill the billet.

4. Once a validated PWST request is forwarded from MARFORRES, MOBCOM will initiate the request for individual activation via the MRTM.

5. In the event required PWSTs are not activated in time to support the activation/mobilization of the USMCR unit, MOBCOM will coordinate the use of drill periods, ATPs, RMPs, and ATs to employ PWST personnel at the site.

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6. USMCR units will submit requests to MOBCOM, via their respective operational chain of command, in accordance with the format prescribed below. USMCR units must submit the requests to their respective MSC headquarters via DMS message. Once approved by the MSC, the request will be forwarded to MARFORRES (G-1/Ops), who will validate the request and forward to MOBCOM for appropriate action. Requests for PWST activations will be submitted in the following format:

- a. LAST NAME (IF CANDIDATE IS NOT KNOWN, RESPOND "N/A")
- b. FIRST NAME (IF CANDIDATE IS NOT KNOWN, RESPOND "N/A")
- c. MIDDLE INITIAL (IF CANDIDATE IS NOT KNOWN, RESPOND "N/A")
- d. SSN (IF CANDIDATE IS NOT KNOWN, RESPOND "N/A")
- e. RANK (IF CANDIDATE IS NOT KNOWN, RESPOND "N/A")
- f. MOS (IF CANDIDATE IS NOT KNOWN, RESPOND "N/A")
- g. SITE SUPPORT MCC
- h. SITE SUPPORT RUC
- i. SITE SUPPORT T/O ***THE UNIT'S BIC FOR THE BILLET BASED ON THE T/O***
- j. LNNR TO BE FILLED (leave blank)
- k. BILLET
- l. BILLET RANK
- m. BILLET MOS
- n. REQUESTED REPORT DATE
- o. REQUIREMENT END DATE
- p. GOVT QTRS AVAIL/NOT AVAIL
- q. GOVT MESSING AVAIL/NOT AVAIL
- r. LOCAL LODGING PER DIEM RATE
- s. LOCAL M&IE PER DIEM RATE
- t. DUTY LOCATION, COMPLETE ADDRESS
- u. POC AT HTC (FULL NAME, RANK, BILLET, PHONE NUMBER)
- v. SPECIFIC USMCR UNIT/DET SUPPORTED
- w. NUMBER OF PERSONNEL DEPLOYING WITH SUPPORTED UNIT
- x. NUMBER OF OFFICERS REMAINING AT SITE AFTER UNIT DEPARTS
- y. NUMBER OF ENLISTED REMAINING AT SITE AFTER UNIT DEPARTS
- z. JUSTIFICATION/OTHER COMMENTS: JUSTIFICATION FORMAT: Justification must be submitted to CMC (MMFA) in the following format and provide the following information:

(1) Rank, MOS, Billet Description, and Detailed rationale for the billet requirement.

(2) Efforts to accomplish task/duties with on-hand personnel.

(3) Assessment of risk to mission accomplishment if not validated.

(4) Special Instructions: Detailed theater requirements, equipment requirements for billet (uniforms, personal equipment, weapon, service and health records, security clearance, etc.) or specify reference that provides detailed instructions.

(5) Name, Grade, title, e-mail, phone number of individual validating the requirement.

(6) If billet was requested for sourcing in an earlier message, provide the Date Time Group (DTG) of the original request.

5008. MANPOWER SOURCING

1. Reporting Manpower Shortfalls

a. After exhausting organic means of sourcing manpower requirements to activating USMCR units/dets, MARFORRES MSC Commanders will inform COMMARFORRES of mission essential manning shortfalls. In order to source requirements, shortfalls must be identified to COMMARFORRES (G-1) immediately upon identification of the shortfall. In order to identify shortfall requirements, the following information must be provided by MSC (G-1/G-3) via Naval Message followed by e-mail confirmation:

(1) Identification of the designated unit, to include: Unit Title, MOBMCC, Active Duty RUC, and Reserve RUC

(2) Breakdown of shortfalls by Billet Identification Code (BIC), billet description, MOS requirement, and rank requirement

(3) Date of unit activation

(4) Date required to report to designated unit or date required to report to the ILOC

(5) If members are to report to the designated unit vice the ILOC, identify the date the unit/det will deploy to the ILOC

(6) Designated unit's hiring point of contact (POC) (Marine authorized to approve/disapprove personnel being joined to the unit)

b. MARFORRES (G-1) will source personnel to valid USMCR unit/det manpower shortfalls by all available resources. This includes, but is not limited to; solicitation of volunteers from the IRR, screening of qualified personnel throughout the USMCR, and tasking of specific billet requirements to adjacent MARFORRES MSCs and Force Level Assets.

2. Concept of Manpower Sourcing

a. CMC Planning Guidance mandates that all units shall deploy with at least 90% of their T/O personnel. To meet this goal the following applies:

(1) COMMARFORRES has designated support to overseas contingency operations a primary mission of all MARFORRES units when determining staffing priorities.

(2) USMCR unit manpower shortfalls may be addressed via cross-leveling of USMCR volunteers and/or IRR volunteer solicitations. Inter-Unit Transferring (IUT) of personnel between USMCR units is not required, nor is it recommended for cross-leveling.

(3) MARFORRES MSC's will exhaust all available means of manpower sourcing before short-falling any requirements to MARFORRES. This includes maximum use of their Active Component (AC) and Active Reserve (AR) staff, including I&I's.

(4) MARFORRES will not seek sourcing assistance from CMC (MMFA) until all internal sourcing solutions have been exhausted.

(5) All officers, regardless of MSC affiliation, outside of their respective dwell time (1:2 for AC and 1:5 for RC) are available for sourcing.

(6) MARFORRES will not source units above 100% T/O unless the additional manpower requirements are first validated by MARCENT and MARFORCOM.

b. Definitions:

(1) Parent unit - The unit a volunteering USMCR Marine reports to for monthly drills. This is the USMCR unit that possesses AdCon/OpCon over the Marine on a normal basis.

(2) Host unit - The closest USMCR unit to a volunteering IRR Marine's residence.

(3) Designated unit - A unit/det identified in a Notification and Activation message released by CMC (PP&O) for activation.

(4) Shortfall - a T/O or MARCENT manning document requirement for which MARFORRES does not have sufficient manpower inventory to source and the lack of these personnel would be considered a detriment to the unit's mission. In general, only USMCR company grade officer requirements qualify as shortfalls. This is due to the long-term, severe shortage of company grade officers in the USMCR.

3. Cross-Leveling USMCR Volunteers

a. With USMCR chain of command concurrence, Marines volunteering to cross-level to fill a shortfall within a designated unit/det will be activated as part of the designated unit and complete the following Pg 11 entry: "I AM VOLUNTEERING TO CHANGE MY MOBMCC TO 'XXX' IN ORDER TO FULFILL A REQUIREMENT WITH "NAME OF DESIGNATED UNIT/DET". IT IS UNDERSTOOD THAT UPON DEACTIVATION I WILL RETURN TO MY PREVIOUS USMCR UNIT AND MOBMCC AND RESUME MY REGULAR USMCR DUTIES."

b. Immediately upon receipt of the COMMARFORRES Activation message, ensure the Early Identification (EID) for early TRICARE benefits is reported via unit diary.

c. Parent USMCR commands of cross-leveling Marines will make liaison with the designated unit in order to identify Pre-deployment Training Program (PTP) requirements. Upon activation, parent USMCR Commanders will ensure that all pre-mobilization issues are addressed (medical, dental, legal, equipment, uniforms, etc.) prior to the Marine executing TAD to the designated unit or ILOC.

d. Upon activation of the designated unit/det, the parent USMCR command will activate the member in accordance with par 110403 of the MCTFSPRIUM. Since the member is cross-leveling to fill another unit's requirement, the activating unit's MOBMCC will not be resident in the parent USMCR unit's RUC. Activate the member utilizing the site support MCC as the member's MOBMCC. Once the "JOIN FOR DU" entry has posted, the MOBCC will be changed to reflect the unit that the member is activating to support.

e. Orders will order the member from their Place Entered Active Duty (PLEAD) to their parent USMCR unit "For duty with the designated unit/det",

For Further Assignment (FFA) to the designated unit/det or ILOC, FFA into Theater. Orders will direct the use of government quarters and messing if available for the duration of the orders.

f. The Site Support RUC of the parent USMCR command will report an "INIT JOIN FOR DU" on the unit diary and initiate all pay and allowances. Upon departure to the designated unit/ILOC, the parent USMCR command will send the member TAD EXCESS via unit diary.

4. Cross-Leveling IRR Volunteers

a. MARFORRES solicits and recruits volunteers from the IRR to fill activating USMCR unit/det shortfall requirements. IRRs volunteering to activate ISO a designated unit are referred to a Prior Service Recruiting (PSR) District Operations Chief in order to be joined to the USMCR unit (host unit) closest to the member's residence. The only time a volunteering IRR member will be joined directly to the designated unit is when that unit is within an 100 mile commuting distance from the member's residence.

b. When presented with a new-join package by the PSR, host units will administratively join IRR Marines to a reserve RUC at the site. IRR volunteers will sign the following Pg 11 entry: "I UNDERSTAND THAT I AM BEING JOINED TO A USMCR UNIT AND ASSIGNED A MOBMCC OF 'XXX' IN ORDER TO FULFILL A REQUIREMENT WITH "NAME OF DESIGNATED UNIT/DET". IT IS UNDERSTOOD THAT UPON MY DEACTIVATION I WILL BE DROPPED FROM THIS USMCR UNIT, AND JOINED BACK TO THE IRR." The MCC to be reported with the join entry is the MCC of the site support. After the unit has ensured that all "INIT JOIN" entries have posted with the activation of the Marine, the Marine's MOBMCC will be changed to reflect the MOBMCC of the designated unit.

c. Immediately upon receipt of the COMMARFORRES Activation message, or immediately upon processing and joining to the USMCR unit (whichever occurs last), ensure the Early Identification (EID) for early TRICARE benefits unit diary entries are reported.

d. Host units will make liaison with the designated unit in order to identify pre-deployment requirements. Upon activation, the host unit will ensure that all pre-mobilization issues are addressed (medical, dental, equipment, uniforms, etc.) prior to the Marine executing TAD to the designated unit or ILOC.

e. Upon activation of the designated unit/det, the host unit will activate the member in accordance with par 110403 of reference (bw), arrange transportation, and issue activation orders. Orders will order the member from their residence to the host unit "For duty with the designated unit/det", For Further Assignment (FFA) to the designated unit/det or ILOC, FFA into theater. Orders will direct the use of government quarters and messing if available for the duration of the orders.

f. The Site Support RUC of the host unit will report an "INIT JOIN FOR DU" on the unit diary and initiate all pay and allowances. Upon departure to the designated unit/ILOC, the host unit will send the member TAD EXCESS via unit diary.

5. Cross-Leveling IMA Volunteers. Although IMA Marines are members of the USMCR, they may not volunteer to cross-level to fill a requirement with a designated unit. In order for an IMA Marine to volunteer to fill a

requirement with a designated USMCR unit, one of the two below actions must occur:

a. The IMA Marine executes an IUT to an USMCR "host unit" within close proximity of their residence and be activated as an USMCR cross-leveler.

b. The IMA Marine drops to the IRR and is then activated as an IRR volunteer.

6. Cross-Leveling Active Component/Active Reserve (AC/AR) Marines. AC/AR Marines having received chain of command approval from both the parent command and the MARFORRES designated unit to deploy with an activated USMCR unit will be issued "TAD EXCESS" orders in reporting to the designated unit. Parent commands must ensure that the Marine has ample contractual obligation to satisfy the deployment and is not in receipt of Permanent Change of Station (PSC) orders prior to deploying.

7. Platoon Leader's Course (PLC) and Officer Candidate Course (OCC) USMCR Marines

a. Upon USMCR unit activation, USMCR Marines who are officer candidates having completed one session of OCS (PLC Junior), but have not yet been provided orders to return to OCS for the PLC Senior Course, are required to be activated and deploy with their assigned USMCR unit.

b. USMCR Marines either selected for OCC, OCC-R, or scheduled for the PLC Senior session will not be activated if the Marine has been issued orders to or are attending OCS at the time of unit activation.

c. USMCR Marines selected for OCC, OCC-R or enrolled in the PLC program having completed all OCS training requirements (PLC Junior, PLC Senior; PLC Combined) and are only pending the completion of their degree requirements for commissioning (graduation from college) to accept their commission will automatically be granted an exemption from activation. This exemption is contingent upon the Marine accepting his/her commission at the time of graduation. If the Marine declines commissioning, the exemption is revoked and the Marine will be considered available for activation with his/her USMCR unit.

d. USMCR Marines who are officer candidates that are identified as "non-deployable" due to meeting the requirements of par XXXX or XXXX above, may waive their officer candidate status for the sole purpose of mobilizing and deploying with their respective unit. In these cases, the Marine must submit a request to the CO, Marine Corps District (MCD) via the Marine's Commanding Officer and Officer Selection Office (OSO) with a statement identifying the reasons that the Marine is requesting to waive their status and activate with his/her USMCR unit. Marines granted an exception to this policy by the MCD will automatically be reenrolled into the next available OCS/PLC class upon deactivation.

5009. GENERAL ADMINISTRATIVE PROCEDURES

1. Administrative processes

a. The primary means for reporting USMCR unit personnel status is the Marine Corps Total Force System (MCTFS). MCTFS data is critical to manpower

planners at all levels in assessing unit readiness, addressing potential shortfalls, and identifying possible sourcing solutions to unit shortfalls. Therefore, CO/I&Is will ensure the prompt and accurate reporting of personnel data in MCTFS via the Unit Diary/ Marine Integrated Personnel System (UD/MIPS).

b. In addition to the initial join, the Site Support Staff, in conjunction with the PWST (if activated) and the activated unit administrators are responsible for several administrative requirements. The activation message released by COMMARFORRES will give complete reporting instructions for basic station allowances and entitlements (BAH, BAS, FSA-T, CONUS/OCONUS COLA, Federal/State Tax, etc.) payable IAW the DoDFMR and the Joint Federal Travel Regulations (JFTR). Ensure all entitlements are reported as required in accordance with reference (bw).

2. Marine On-Line (MOL) Registration. Commanders are required to make a concerted effort to ensure each Marine is registered with Marine On-Line prior to being activated.

3. Dependent Information. Prior to activation, HTC's are directed to ensure dependent information is resident and accurately reflected in MCTFS and dependents are properly pre-enrolled in the Defense Eligibility Enrollment Reporting System (DEERS). HTC's are required to review and ensure accurate reporting of (at a minimum) the below information:

a. Ensure a current Dependency Application, NAVMC 10922 is in the SRB/OQR.

b. SGLI election for member and spouse.

c. Complete an application for Uniform Services Identification Card DEERS Enrollment, DD form 1172 for any add/loss of dependents.

d. Ensure all dependents are pre-enrolled in DEERS.

e. Ensure the proper "custody status code" is reflected in MCTFS and Family Care Plans are valid.

4. USMCR MROWS Orders. Activated USMCR personnel will be issued activation orders through the use of the Marine Reserve Order Writing System (MROWS). The activation orders issued will activate Marines from their PLEAD in reporting to the HTC for duty with the activating unit/det and For Further Assignment (FFA) to the ILOC, APOE, gaining MAGTF Commander, OCONUS, RILOC, return to the HTC, followed by completion of duty at the member's PLEAD. Each leg of assignment during the period of activation will be captured as a FFA in the member's activation orders.

5. Per Diem. As provided by the Under SecDef, in the event orders move individuals or the entire unit to a location away from the reporting location, such orders will indicate temporary duty status. Per diem will be paid in accordance with the JFTR. If per diem is payable, the amount of per diem paid will be based on the availability and assignment of government quarters and messing during each leg of assignment throughout the entire period of activation. The availability of government quarters/messing is not always known in advance, therefore all orders issued will direct Government Quarters and Messing are directed if available. That amount may be limited to the daily incidental rate if government quarters/mess are provided at no

cost to the Marine. It is of paramount importance that every set of orders issued display lines of appropriation for travel and per diem. In order for MROWS to assign the correct lines of appropriation (LOA) and standard document numbers (SDNS) to orders, the proper mobilization PID must be selected.

6. Reporting/Detaching Endorsements. It is imperative that USMCR units and Gaining MAGTF Commanders complete accurate and detailed reporting/detaching endorsements for each leg of assignment during the entire activation period. These endorsements are the documents that will be used to properly settle travel claims. Each endorsement must clearly provide the date of arrival, date of departure, availability and assignment of government quarters (and cost associated, if any), availability and use of government mess (this will determine the payment of the meal portion of the per diem rate), and if travel to the duty location was executed via individual travel or group travel.

7. POV Storage and Shipment. Per reference (cm), single activated USMCR Marines and deploying AC/AR Marines may be authorized storage of one (1) POV. Married Marines are not entitled to POV storage unless both Marines are on active duty away from their primary residence. Both military members may be entitled to storage of (1) POV each. Shipment of POV's is not an entitlement under TAD orders and will not be authorized. Units will notify COMMARFORRES (Comptroller) of USMCR Marines authorized POV storage.

8. Household Goods (HHG) Storage and Shipment. Per reference (cm), single Marines may be authorized non-temporary storage of HHG at government expense. Single Marines without dependents electing storage of HHG must be advised that this election will have an effect on BAH entitlement (entitlement to BAH will be forfeited). Married Marines may only be authorized non-temporary storage of HHG if they meet the requirements of reference (cm). All activated USMCR Marines and deploying AC/AR Marines may be authorized a shipment of HHG for personal comfort and well being up to the standard weight allowances cited for periods of TAD in the JFTR. Appropriation data for shipment and storage of HHG will be provided in the COMMARFORRES activation order. Units must submit an aggregate obligation amount for the shipment and storage of HHG to the MARFORRES Comptroller. The MARFORRES Comptroller will obligate the dollar amount for shipment and storage of HHG in SABRS.

9. Personnel Tempo (PERSTEMPO) Reporting IAW chapter 9 reference (bw). PERSTEMPO will be reported per PAA 07-01 and PAA 08-01. PERSTEMPO will be started effective the date of activation for USMCR Marines residing outside of reasonable commuting distance and not commuting to their primary residence nightly. PERSTEMPO will be started effective the date of deployment for AC, AR, and USMCR Marines residing within reasonable commuting distance. PERSTEMPO reporting is contingent upon the Marine returning to their primary residence on a nightly basis.

10. Country Clearance & Passports. It is the responsibility of the HTC to request country clearances as may be required. Additionally, it is the HTC's responsibility to acquire passports for deploying Marines as may be required. If the HTC is unable to accomplish the issuance of all required passports and country clearances, ensure advance liaison with the Gaining MAGTF Commander is made and a plan is in place to facilitate the completion of issuance.

11. Fitness Reports. USMCR Marines being activated/deployed under the same Reporting Senior (RS) have no report due upon activation. USMCR Marines

being activated/deployed under a different RS must have a transfer "TR" report completed with an ending date 1 day prior to the date of activation. Fitness reports will be completed and submitted for any occasion occurring during activation, which requires a fitness report per reference (co) (PES Manual). During periods of activation, activated USMCR Marines will continue to receive their annual "AR" report as due in accordance with reference (co) (PES Manual). Upon demobilization/deactivation, USMCR Marines will receive a "CS" report with an ending date equal to the date of demobilization (if the RS was not the Marine's normal RS), or the date of deactivation (if the RS is the Marine's normal RS). The beginning date of the next reporting occasion must be verified to and begin the date following the end date of the "CS" report as to ensure there are no "date gaps". Any periods of Leave While Awaiting Separation (LWAS) or Post Deployment Mobilization Respite Absence (PDMRA) should be annotated as a period of non-availability.

12. Proficiency and Conduct (Pro/Con) Marks. In accordance with reference (cp), Corporals and below serving on active duty in a full duty status having not received markings within the last 90 days will receive Semi-Annual (SA) marks on 31 January & 31 July. The unit should also run NA for the Annual (AN) marks for 31 December.

a. When the effective date of Transfer (TR), To TAD (TD), TAD Complete (C), Promotion (PR) or Reduction (RD) marks coincides with the issuing of the SA marks, the TR, TD, TC, PR, RD marks will take precedence.

b. When the effective date of another reporting occasion (such as the period of TAD to the Supported MAGTF Commander) occurs 90 days prior to the effective date for reporting the AN marks (31 Dec), the TR, TD, TC, PR, RD, etc. will take precedence. Run the appropriate marks, then run NA for the AN marks (31 Dec).

c. If a Marine completes his period of activation and is deactivated within 90 days prior to the effective date for reporting SA marks (31 Jan & 31 Jul), run the TR marks. If this occurs within 90 days prior to the next AR marking requirement (31 Dec) run NA for the AR marks.

d. If a Marine completes his period of activation and is deactivated within 90 days after the effective date for reporting the SA marks (31 Jan & 31 Jul), then run the SA marks and then run NA for the TR marks.

13. Awards. Recommendations for personal awards must be submitted via the activated unit/det's Gaining MAGTF Command's chain of command. Recommendations for activated PWST personnel attached to HTC Site Support Staffs will be submitted via the COMMARFORRES chain of command. Unit commanders will ensure all Marines are awarded all authorized service or campaign medals/ribbons prior to the unit's deactivation, in appropriate ceremonies.

14. Promotions. Activated USMCR members will continue to be promoted under reserve cutting scores and allocations. Reserve promotion packages (submitted either for FY selection boards or meritorious boards) will be submitted via the COMMARFORRES chain of command.

15. Selection Board Applications. Special selection board applications (USMCR WO, etc.) will be submitted via the COMMARFORRES chain of command.

16. Reserve Reenlistments. MCTFS has been modified to allow reporting of a reserve reenlistment while the Marine is in an active status. Further enhancements to MCTFS have corrected the automatic update of the component code from K4 to KA for those non-prior service obligors executing a reenlistment.

17. Defense Eligibility Enrollment Reporting System (DEERS) Conversion to Active Duty. Each activated member and eligible dependent's DEERS records must be converted from 'Reserve' to 'Reserve on Active Duty' status in order to ensure that proper TRICARE and medical benefits can be administered and tracked upon activation.

18. Marine Corps Reserve Activation Travel Section (MCRATS). In an effort to better track OCONUS Contingency Operations (OCO) expenditures, CMC (RFL) has established the MCRATS. In accordance with PAAN 60-05, RPAAN 52-05, and TAN 16-05, TAD funding and procedures for activated reserve personnel have been revised. SABRS generated orders for periods of concurrent TAD are no longer authorized. Any/All periods of concurrent TAD will be executed through the issuance of a DD Form 1610 citing the appropriation data located in the Marine's MROWS generated activation orders. Monthly partial travel claims completed by an activated reserve member will annotate any/all concurrent periods of TAD completed each month along with all required associated receipts. Activated reservists in receipt of per diem are not authorized to execute concurrent TAD via Defense Travel System (DTS).

19. Medical/Legal Hold. Marines who have a medical condition that develops prior to departing the ILOC will remain at the ILOC until the issue is resolved. Except in those cases where the Marine may receive treatment at a facility close to their Home Training Center (HTC) that meets or exceeds the treatment available/provided at the ILOC; it may be in the best interest of both the Marine Corps and the Marine to return to the HTC. In order to detach the Marine from the Supporting ILOC Commander, the competent medical authority having cognizance over the Marine's treatment is required to concur with the recommendation of sending the Marine to the HTC. The Supporting ILOC Commander must coordinate with CMC Wounded Warrior Regiment (WWR) and the HTC. Upon returning to the HTC, the Marine must be accounted for and employed (within the limitations of the medical condition) by the USMCR unit inspector-instructor staff. In order to detach Marines from the Supporting ILOC Commander with non-medical conditions, the competent authority over the condition (i.e., legal or administrative) is required to concur with the Supporting ILOC Commander that sending the Marine to the HTC is in the best interest of the Marine, the Marine's family and the Marine Corps.

5010. ACTIVATION / DEACTIVATION ADMINISTRATIVE PROCEDURES

1. Activation Checklist. To assist USMCR units in submitting the appropriate unit diary entries, the below checklist is provided.

a. Upon receipt of the Notification of Intent to Activate message from CMC (PP&O) and the Activation message from MARFORRES, the below unit diary entries are required:

TTC 217 000 (DOA) MOB MCC (A)

A (As indicated in Notification and Activation msg)

TTC 897 000 EARLY NOTICE DT (A) PROJ ACDU DT (B) CONTINGENCY CD (C)
A 8-byte Notice Date (YYYYMMDD) (Release date of Notification and Activation msg)
B 8-byte ACDU (YYYYMMDD) date (Report date)
C 3-byte Contingency CD (9GF)
Note: Entry will fail if member is not in a reserve record status code equal to '0'.

b. Verify the eligibility of each Marine to be activated to ensure the Marine has enough contractual obligation to execute the deployment. Ensure each Marine has a valid Reserve Record Status Code, Strength Category Code and Duty Limitation Code. If updates or corrections are required, report as follows:

TTC 004 001 (A) REENL USMCR (B) YRS (C) ENL (D)
TTC 004 002 (A) REENL AR (CD)/EAD USMCR (B) YRS (C) ENL (D)
TTC 004 003 (A) REENL MGIB-R USMCR (B) YRS 6 ENL (C)
TTC 116 000 EXT
Note: For members whose current ECC will not meet or exceed deactivation date.

TTC 269 001 RESERVE RECSTAT (A) (Reserve) (MISSO ONLY)
A Should be equal to 0 (zero) for activation.

TTC 112 000 STRCAT (A) EFF DATE (B)
A Should be 0 (zero) or F for activation.

TTC 157 XXX DU LIMIT (see table 4-5 MCTFSPRIUM)
Note: DU LIMIT should be 0 (zero) for activation.

c. Members having been granted a DD&E from activation, ensure the correct Mobilization Status Code is reported as provided in the MARFORRES approval or denial of the request as follows:

TTC 099 000 MOB STAT (A)
A 2 byte status code from online PRIUM fig 11-4

Note: If member is granted an exemption

TTC 099 001 MOB STAT (A) MOBEDA (B)
A 2 byte status code from online PRIUM fig 11-4
B 8 byte EDA

Note: If member is granted delay or deferment. EDA is date member is expected to carry out the mobilization orders.

d. Effective the date of activation, the below unit diary entry is to be reported on the reserve RUC unit diary. If this diary entry is to be reported on the same date as the Initial Join entries are to be reported on the active duty RUC, ensure that the below entry is action dated 1 day prior to the date of activation.

TTC 826 001 (XXXXXXXX)MOB MCC (A) TO MCC (B) EAS (C) MDAY (D) ACT STAT (E) EXECORDER (F) CRISIS CODE (G)
XXXXXXXX=ACTION DATE ONE DAY PRIOR TO DATE OF ACTIVATION
A 3-byte MOB MCC
B 3-byte Gaining MCC
C 8-byte EAS date

D 8 byte ED of mobilization
E 2-byte Activation Code (As identified in Fig 11-5 of the
MCTFSPRIUM)
F 5-byte Executive Order Number (13223)
G 3-byte Crisis Code (9GF)

Note: Any entry submitted on a member without a valid record status,
strength category, and duty limit code will fail.

e. Following the reporting of the above entry, a unit diary on the Site
Support's active duty RUC will be opened. The below list of diary entries
will be reported as required.

TTC 022 007 (DOA) INITIAL JOIN RUC _____ MCC _____ DU

If the Marine being activated is an officer whose primary MOS is 7380,
7500-7599, or 9907 one of the below initial join entries are required:

TTC 022 016 (DOA) INITIAL JOIN RUC _____ MCC _____ DU DIFOP (see
note)

TTC 022 017 (DOA) INITIAL JOIN RUC _____ MCC _____ DU DIFDEN (see
note)

TTC 388 001 CHAN BAH (A) ZD/UC/BAH (B) BAH DIFF (C) DISASTER (D)
RENT/MTG (E) ADD'L R/M (F) ED (G) |

A 5 byte numeric ZIP Code from MROWS orders
B MN (W = with depn/O (alpha) = without depn)
C BAH-DIFF (O (alpha) normal BAH; D = for BAH-DIFF)
D N
E \$7777.77 in all cases
F \$0000.00 in all cases
G 8-byte ED (YYYYMMDD) (Date of Activation)

Note: ALL reservists rate BAH I at the zip code locality rate of their
PLEAD regardless of financial responsibility.

TTC 142 002 START BAS

Note: Enlisted Only.

TTC 276 000 STRT CONUS COLA (A) (B) ED (C)

A 5-byte numeric ZIP code from MROWS orders
B 1-byte alpha dependent Code (W for with dependents or O (alpha)
for without)
C 8-byte ED (YYYYMMDD)

Note: The CONUS COLA entry is required for all activated reservists
with the zip code locality rate of their PLEAD.

TTC 323 000 (DOA) START PERSTEMPO BRANCH M RUC (A) FROM DATE (B) TO
DATE (C) TYPE (D)

A Unit RUC
B Activation Date
C DEMOB Date
D WAA (CONTINGENCY/OPERATION) WDZ until departing CONUS

NOTE: Effective the date of activation for reservists residing outside
of the reasonable commute and not commuting daily.

TTC 189 003 (DOA) STRT FSAT ED (A)

A Activation Date

NOTE: Effective the date of activation for reservists with dependents (or custody of dependent child if not married) residing outside of the reasonable commute and not commuting daily.

TTC 311 001 (DOA) RCRA ED (A)

A DATE OF ACTIVATION

Note: ENLISTED ONLY. If it has been more than 90 days since the member was last released from active duty and entitled to CRA, then the entitlement is for the reduced clothing replacement allowance (RCRA).

TTC 305 001 CRA DATE

A Date reflected in MCTFS

Note: ENLISTED ONLY. If it has been less than 90 days since the member was last released from active duty and entitled to CRA, then the entitlement should be effective on the same CRA date as reflected in MCTFS.

TTC 383 000 CRED ADD UNIF ALW \$(A)ED(B) *FOR OFFICERS ONLY* Source Doc is NAVMC 11059

A 200.00

B Date of Activation

NOTE: A reserve officer is entitled under 37 U.S.C. 416(b) to \$200 as reimbursement for additional uniforms on each occasion of entry on AD for training for a period of more than 90 days including authorized travel time. This allowance is not payable when a Marine:

(1) Is under any law during that tour or within a period of 2 years before entering on that tour, did not receive an initial uniform reimbursement or allowance of \$200.

(2) Is a reserve officer and enters on that tour of duty within 2 years after completing a previous tour of AD of more than 90 days as a reserve officer, or a regular officer commissioned upon NROTC graduation after 12 October 1964.

TTC 274 000 COMD DPI (A)

A 2 byte code of "11" for members deployed in support of OIF/OEF

TTC 034 000 START OPMCC (MCC) OPRUC (RUC) OPID (A) ED (YYYYMMDD)

A 6 byte Operation Code:

OIF791 / OIF 7-9.1 (Jan-Jun 08)

OIF792 / OIF 7-9.2 (Jul-Dec 08)

OIF7-9 / OIF 7-9 (Jan-Dec 08)

OEF / OEF (Jan-Dec 08)

TTC 140 000 DATE AFR MED

TTC 140 002 AWD DEV FR TO ED

TTC 499 025 HOME ADDRESS

TTC 499 024 HOME TELEPHONE

TTC 430 000 EXEMPT FOR TAX

TTC 302 000 EXEMPT STATE TAX

TTC 423 001 NUMBER OF DEPENDENTS

TTC 407 000 DATE DEPENDENT LOCATION BEGAN (DDLBB)

TTC 417 000 DEPENDENT GEO LOCATION CODE (DGLC)

TTC 088 000 DEPENDENT ADDITION

TTC 089 000 DEPENDENT LOSS

TTC 090 000 DEPENDENT LOCATION

TTC 091 000 DEPENDENT LOCATION ALL
TTC 252 000 SERVICE SPOUSE INFORMATION
TTC 304 000 CUSTODY STAT
TTC 860 001 PENSION WAIVED
TTC 860 002 PENSION NOT WAIVED
TTC 922 000 CRCR CERT DATE
TTC 347 000 SGLI
TTC 309 001 SPOUSE SGLI ONLY IF MEMBER ELECTS REDUCED OR NO COVERAGE ON SPOUSE
NOTE: SGLI and family SGLI coverage will automatically trigger to maximum coverage with the initial join entry. If the member has elected reduced or no coverage for SGLI or family SGLI, the entry must be resubmitted.

f. Effective the date each Marine departs the HTC for ILOC, training, etc., the below diary entries will ensure MCTFS accurately reflects the Marine's status.

TTC 106 000 TO TAD EXCESS

TTC 323 000 (DOA) START PERSTEMPO BRANCH M RUC (A) FROM DATE (B) TO DATE (C) TYPE (D)

- A Unit RUC
- B Activation Date
- C DEMOB Date
- D WAA (CONTINGENCY/OPERATION) WDZ until departing CONUS

NOTE: Effective the date of departure from the HTC for reservists residing outside of the reasonable commute and have commuted daily, reservists residing within a reasonable commute and all AC/AR Marines.

TTC 189 003 (DOA) STRT FSAT ED (A)

- A Activation Date

NOTE: Effective the date of departure from the HTC for reservists and AC/AR Marines with dependents (or custody of dependent child if not married) residing outside of the reasonable commute and have commuted daily and those residing within a reasonable commute.

g. Effective the date each Marine arrives at ILOC, training, etc., the gaining MAGTF Commander's supporting PAC will "attach" in a TAD excess status each Marine and take over all unit diary reporting responsibilities until such time that the Marine returns from deployment and is out-processed back to the HTC.

031 006 ATT____RUC____MCC____TAD EXCESS|

TTC 159 000 STRT SPLIT PAY (A) _

- A Date deployment begins

NOTE: Report on diary just prior to the last U&E for the first payday member will be in theater.

TTC 156 000 RSPA \$(A)_.00 ED (YYYYMMDD)_

- A Whole Dollar Amount

Note: This will only start Split pay if TTC 159 000 STRT SPLIT PAY is run the U&E before actually departing for deployment

Note: Report dollar amount for each payday requested, not whole month

h. Upon arrival in theater, the supporting PAC will submit the appropriate diary entries to credit deployment and hazardous duty entitlements.

TTC 293 001 START HOSTILE FIRE PAY
TTC 136 001 HARDSHIP DUTY PAY
TTC 327 000 START DEPLOYED PERDIEM (A) ED
TTC 432 001 START TAX EXCLUSION
TTC 481 012 PFT NREQ
TTC 339 003 FR WT CNTL STRT CBT
NOTE: Only if commander determines BCP cannot be administered in theater. EFF DTE is date arrived in theater.

TTC 135 000 INDIV LOC _ (A) _ _ (B) _ _ (C) _

A 3 byte Country Code

520 - Kuwait

465 - Iraq

B 2 byte State Code

IZ - Iraq

KU - Kuwait

ZZ - Classified

C 4 byte City Code

Iraq 1000 - Bagdad

1500 - Basra

3000 - Kirkuk

5000 - Mosul

6000 - Samawa

0000 - Other

Kuwait 0800 - Al Fuhayil

1000 - Al Kuwayt

2000 - Kuwait

0000 - Other

TTC 499 030 MAGTF _____

1st Byte - Command

A - Air

C - Command Element

G - Grounds - Support

2nd Byte - Unit Command (Unit or MEF member comes from):

H - I MEF

L - II MEF

V - III MEF

O - Other

3rd Byte - Location Country

A - Iraq

B - Kuwait

C - Qatar

D - Bahrain

E - Other

4th Byte - 0 (City/Camp Code is no longer required).

TTC 485 000 RIFLE QUAL _ (YYYYMMDD) _ _ (A) _

A Report 'WWW'

NOTE: Report 'NNN' only for those Marines not required to fire based on grade

TTC 499 015 PISTOL QUAL _ (YYYYMM) _ _ (A) _

A Report 'WWW'

NOTE: Report 'NNN' only for those Marines not required to fire based on grade

TTC 422 000 DEPLOY STAT _ (A) _ DRD _ (B) _

A Deployment Status Code

NOTE: See Codes Manual MCO P1080.20

B Expected Date of Return if more than 5 months from Date of Departure

TTC 327 000 START DEPLOYED PER DIEM _C_ ED _(YYYYMMDD)_

NOTE: ED is day after arrival in theater.

2. Deactivation Definitions

a. Demobilization - The process in which a Marine(s) is released by the Supported MAGTF Commander upon completion of the mission for which activated.

b. Deactivation - The action of releasing a Marine(s) from active duty upon completion of demobilization processing.

3. Deactivation Authority. Only CMC (PP&O), in coordination with COMMARFORRES and COMMARFORCOM, can direct the deactivation of USMCR unit and dets. The Supported MAGTF Commander will determine "Mission Complete" and the supported MARFOR will redeploy the Marines of the unit or det in Joint Operation Planning & Execution System (JOPES). The Supported MAGTF Commander will then initiate demobilization processing.

4. Concept of Demobilization/Deactivation

a. USMCR units/dets will coordinate with the supported Commander and their supporting Personnel Administrative Center (PAC) to ensure the completion of all required medical screening and administrative out-processing while still in the geographical location of the Supporting ILOC Commander/ILOC. Upon completion of all required out-processing, and upon redeployment to the HTC, the supporting PAC will terminate the "TAD EXCESS" of all members (AC, AR, USMCR) via unit diary. The site support RUC of the HTC which initiated pay and allowances of the Marines will then submit via unit diary the "FROM TAD" entry for all members (AC, AR, USMCR) of the unit/det. Commanders will ensure that the site support staff administrators, in conjunction with the local administrative support of the deactivating unit/det complete all deactivation processing in accordance with reference (by). Upon completion of all deactivation requirements, the HTC will order members being deactivated to their PLEAD and arrange transportation via GTR (if necessary). All USMCR members will immediately be joined back to their parent USMCR unit upon deactivation.

b. Commanders of unit/dets redeploying through an ILOC other than the geographical location of the PAC that provided service record/unit diary support during deployment will be required to coordinate between the supporting PAC and the redeployment PAC. Immediately upon arrival, the activated unit/det will provide a roster of personnel to the PAC having had unit diary responsibility of the unit while deployed. Upon receipt, the supporting PAC will ship the service records to the PAC that will be completing the demobilization process at the redeployment ILOC. Administrators that were deployed with the unit/det will report to the PAC of the redeployment ILOC. The PAC having provided support while the unit/det was deployed will ensure all unit diary entries required in order to stop deployed, overseas and/or combat entitlements are submitted followed by the required "TERM TAD EXCESS" entry. These entries will be submitted based upon personnel rosters and manifests provided by the redeploying unit/det. The site support RUC of the unit/det will be responsible for any and all

remaining unit diary reporting requirements. The supporting PAC at the redeployment ILOC will support all other remaining demobilization requirements. Upon completion of all deactivation requirements, the HTC will order members being deactivated to their PLEAD and arrange transportation via GTR (if necessary). All USMCR members will immediately be joined back to their parent USMCR unit upon deactivation.

5. Permissive Temporary Additional Duty (PTAD)

a. The only type of PTAD Commanders may authorize an activated reserve is for the purposes of paternity leave and PDMRA.

b. Activated Marines requesting PTAD for humanitarian reasons must submit requests in accordance with reference (cq) to CMC (MMEA-86). CMC (MMEA-86) will only approve humanitarian PTAD in 3 month increments not to exceed a total of 6 months. Humanitarian transfers will not be considered. Marines requiring a humanitarian transfer or a period of PTAD in excess of 6 months must instead request an early deactivation.

6. Request For Early Deactivation. Requests for early deactivation will be initiated by the member and submitted to the first General Officer in the Gaining MAGTF Commander's chain of command and then forwarded to the activated unit's MSC (G-1) for adjudication. Request for early deactivation of an USMCR Marine will not normally be approved. Marines requesting an early deactivation must be counseled that requests for deactivation (other than for humanitarian reasons) may result in the Marine being recommended for administrative separation from the Marine Corps Reserve. If approved, the Gaining MAGTF/Supporting ILOC Commander will demobilize the member and return the member to the HTC. The site support of the HTC will execute the deactivation within 30 days after the member returns to the HTC. The site support staff executing the deactivation must ensure that all Post Deployment Health Assessment (PDHA) requirements of reference (by), CMC Msg 011750Z May 03 (Medical Guidance for PDHA), COMUSMARCENT Msg 121212Z May 03 (COMUSMARCENT's PDHA GUIDANCE) and this order are completed prior to releasing the Marine from active duty.

a. Circumstances arising resulting in an enlisted Marine requesting a hardship discharge will be submitted per reference (cd) (MARCORSEPSMAN), par 6407. Separation authority for Hardship Discharge is contingent upon the Marine's assignment at the time the discharge is requested/adjudicated:

(1) Marines PTAD for humanitarian reasons to another unit subsequently requesting a hardship discharge will submit their discharge request to CMC (MMEA-86) for adjudication.

(2) Marines assigned to their parent HTC, will submit hardship discharge request via the chain of command to their MSC (G-1) for adjudication.

(3) Marines attached TAD Excess to the gaining MAGTF Commander, will submit hardship discharge request via the chain of command to the gaining MAGTF Commander's General Courts-Martial Convening Authority (GCMCA). GCMCA has separation authority over enlisted Marines requesting to be discharged for dependency or hardship.

b. Officers are not authorized to request a hardship discharge. Officers may only submit a request for resignation of their commission.

Circumstances arising resulting in an officer requesting a resignation will be submitted per reference (cd) (MARCORSEPSMAN) par 5002.5. Such requests must include information as required by the MARCORSEPSMAN, par 6407. Requests will be submitted via the gaining MAGTF Commander's chain of command to CMC (MMSR) for adjudication.

7. Drill and Annual Training (AT) requirements after Deactivation

a. As prescribed in USD Memo of 15 Mar 2007, unit/det members activated for more than 3 months are exempted from involuntarily performing:

(1) AT for a minimum of 6 months, and

(2) Drill for a minimum of 60 days after being deactivated

b. Commanders will emphasize that deactivating members may voluntarily perform an AT or attend drills prior to the limitations placed above. Commanders should maintain contact and continue to offer support to each deactivated Marine and their families.

c. Scheduled drills following unit/det deactivation should be geared towards reintegration activities for health, morale and welfare activities, recognition and acknowledgement of service performed and briefings for family benefits and community recognition of military.

8. Post Deployment Health Reassessment (PDHRA). In accordance with reference (cr), Commanders are required to conduct a PHDRA three (3) to six (6) months post deployment. PDHRAs will be documented on DD Form 2900 and submitted electronically.

9. Return and Reunion Brief. Per reference (bd), "Return and Reunion presentations must be abundantly available and marketed to family members aboard receiving installations and at appropriate HTCs as early as 30 days prior to return of units or non-casualty individuals."

a. The following are mandatory presentations/resources unit/det Commanders are required to ensure are completed:

(1) Standard "Return and Reunion Brief for Spouses and Families". Brief discusses managing expectations, reunion as a single parent, reunion and marriage, children, work and tips for a successful homecoming (Available through any Chaplain or on-line at:
<http://www.usmc-mccs.org/deploy/returnreunion.cfm?sid=ml&smid=4>
As necessary, Chaplains can also provide information concerning Post Traumatic Stress Disorder (PTSD). Preference for presentation: 1) Chaplain, 2) PWST/FRO, 3) On-Line Narration.

(2) TRICARE Brief. Provide information to family members concerning benefits, eligibility, accessing services, claims processing and customer service support. Presenters are available through local military health facilities, local TRICARE service center or by contacting the TRICARE Regional Reserve/ Guard Beneficiary Counseling and Assistance Coordinator (BCAC). Reserve/Guard BCAC contact information (access the TRICARE website at <<http://www.tricare.osd.mil>> to determine the appropriate region):

TRICARE West	719-524-2647
TRICARE North	703-681-2889
TRICARE South	228-377-9696

(3) MCCS One Source. Brief to provide families with overview and access information concerning MCCS One Source. The program gives information, advice, and support on a wide range of everyday issues, including parenting and child care, education, older adults, financial, legal, mental health and everyday issues. Available on-line at: <http://www.militaryonesource.com/MOS/MarineCorps.aspx>. Point of contact for information, presentation coordination and publications is Linda Mixon, linda.mixon@ceridian.com.

b. The following resources are available to assist Commanders in preparing for Return and Reunion briefs:

(1) Marine Corps Family Team Building Support Available: Guidance and Publications Contact Information: 504-678-0340 or 504-678-8202

(2) Unit Deployment Guide. A general template for use by individual units to better enable Marines to prepare for an upcoming deployment (Available on-line at <http://www.usmc-mccs.org/deploy/deployguide.cfm>).

(3) Return and Reunion Guide. A guide to help Marines and their family members smoothly transition back into home, work and social life (Available on-line at <http://www.usmc-mccs.org/deploy/returnreunion.cfm>).

(4) Military Family Assistance Centers. Basic services that Marines and family members can expect to receive include ID cards, TRICARE information, financial counseling, legal assistance, general information, referral, follow-up and outreach. Centers are available on most military installations and through the National Guard. A listing of all National Guard Family Assistance Centers can be found on-line at: <http://www.jointservicessupport.org/FP/>.

10. Civilian Employment Information (CEI). Prior to departing the HTC for LWAS, PDMRA or deactivation, Commanders are directed to ensure that demobilizing reserve Marines update and/or input their CEI information. The collection of CEI data will be accomplished via the following website: <https://www.dmdc.osd.mil/appj/esgr/logonAction.do>

11. Out-Processing of USMCR Units through RILOC.

a. USMCR units will complete demobilization administrative requirements while in the geo-location of the ILOC as described in this Order. The below list of unit diary actions is required (as applicable) prior to returning to the HTC and must be reported by the supporting PAC:

TTC 483 000 TRAINING EVENT AX

Warrior Transitioning Training required w/in 30-Days prior to redeployment

TTC 160 000 STOP SPLIT PAY _ (A) _

A 8-byte ED (YYYYMMDD) must be run after EOM U&E for previous month and

before BOM U&E for month returning from OCONUS

TTC 156 000 RSPA \$ _0_.00.ED _ (A) _

A 8-byte ED (YYYYMMDD) must be equal to or after STOP SPLIT PAY ED

TTC 328 000 STOP DEPLOYED PER DIEM ED (A)
A 8-byte ED (YYYYMMDD) day before the date of departure from the designated deployment location for stopping the entitlement

TTC 813 000 LAST PHYSICAL EXAM (A)
A 8-byte ED (YYYYMMDD)

TTC 499 001 HIV III (A)
A 6-byte ED (YYYYMM)

TTC 335 000 MARKS PRO . CON . OCC ED
Note: Cpl and below - ED SNM TERM TAD EXCESS

TTC 483 000 TRAINING EVENT (A) ED (B)
A 2-byte A/N code (see paragraph 51201 of MCTFSPRIUM)
B 8-byte effective date

TTC 152 001 CBT SERV (A)
A T = Operation Enduring Freedom
U = Operation Iraqi Freedom

TTC 120 001 LASTTOUR CBT (A)
A Date of arrival in U.S.

TTC 433 000 STOP TAX EXCL (A)
A 8-byte ED exclusion terminates

TTC 161 000 EX POW (A) (If member was ever an ex-POW)
A 1-byte code from MCO P1080.20

TTC 125 004 CRED HDP (A) TO (B) (Hostile fire or Imminent danger)
A 8-byte start date
B 8 byte stop date

TTC 483 000 TRAINING EVENT BB
Post Deployment Health Assessment w/in 5-Days of returning CONUS

TTC 274 000 COMD DPI (A)
A 2-byte code for MISSO that services PAC/MOBRUC

TTC 422 000 DEPLOY STAT (A) DRD (B)
A Deployment Status Code
NOTE: See Codes Manual MCO P1080.20
B Expected Date of Return if more than 5 months from Date of Departure

TTC 071 000 OVERSEAS CONTROL DATE (A)
A 8-byte date Marine left hostile fire area/combat zone
NOTE: Marine must complete 6 continuous months (180 days) in hostile fire area/combat zone

TTC 499 029 MAGTF DESIGNATOR DELETE

TTC 121 000 OP HIST FR (A) TO (B) OPMCC (C) OPRUC (D) OPS (E) LOC (F)
OPTYPE (G)

- A 8-byte YYYYMMDD From Date
- B 8-byte YYYYMMDD To Date
- C 3-byte A/N Op MCC
- D 5-byte A/N Op RUC
- E 40-byte A/N Op Description
- F 20-byte A/N Op Location
- G 1-byte A/N Operation Type

TTC 135 000 INDIV LOC (A) (B) (C)
A 3-byte county code (or foreign country code)
B 2-byte numeric state code (or foreign country alpha code or body of water alphanumeric code).
C 4-byte city code

TTC 140 000 AWD (A) DEV (B) FR (C) TO (D) ED (E)_
A Type of award (2-byte A/N) (MCO P1070.12)
B Type of device awarded (1-byte A/N) (MCO P1070.12)
C From date (8-byte YYYYMMDD)
D To date (8 byte YYYYMMDD)
E Date awarded (8 byte YYYYMMDD)

TTC 483 000 TRAINING EVENT AX
Warrior Transitioning Training required w/in 30-Days prior to redeployment

NOTE: Run for ICM (CI) after Unit Commander authorized issue per MARADMIN 172/05

NOTE: Run SSDR (SD) on Marines who spent 90 consecutive days overseas

TTC 461 000 (A) ATT TERM (B) RUC (C) HIST (D)
A 8-byte DOA (only if DOA is earlier than date of UD)
B 4-byte time
C 5-byte RUC
D Title of Unit/Command from which attached.

b. The below list of additional demobilization processing actions shall be completed as they apply to the unit/det prior to redeployment to the HTC.

(1) Ensure each leg of travel is properly documented via orders endorsements.

(2) Ensure SRB/OQR Pg 3 entries are updated and accurately reflect the member's assignment(s).

(3) Ensure completion of all medical and dental actions as prescribed in CMC Msg 011750Z May 03 and COMUSMARCENT Msg 121212Z May 03.

(4) Ensure all members attend the required separations and return & reunion briefs. Briefs include but are not limited to: Re-integration brief, ESGR initial brief (a more detailed brief with local representative will be conducted at respective HTCs), TriCare, OneSource, VA CMC brief, Family Team Building, VA Benefits (a more detailed brief with local representative will be conducted at respective HTCs).

(5) Ensure the completion and submission of fitness reports for all Sergeants and above per this Order.

(6) Ensure Pro/Con marks for Corporals and below are annotated on the member's orders.

(7) Ensure members granted TS/SCI clearance are out-briefed by the SSO.

c. Upon returning to the HTC, the below unit diary entries actions are required to be submitted on the active duty RUC:

TTC 107 000 (A) _FR TAD(B) RUC(C)
A 8-byte DOA
B 4-byte time TAD terminated
C 5-byte RUC (RUC which Member is being joined to, not TAD RUC)

TTC 323 002 (A) STOP PERSTEMPO ED (B)
A 8 byte DOA
B 8 byte ED of Stop PersTempo (end date is determined by when Marine returns to his/her PLEAD)
NOTE: Only stop on AC/AR and reservist within reasonable commute.

TTC 190 002 STOP FSAT ED (end date is determined by when Marine returns to his/her PLEAD
NOTE: Only stop on AC/AR and reservist within reasonable commute.

TTC 887 001 (A) STOP CRISIS CODE (B) EFF DTE (C)
A 8-byte DOA
B 3-byte Crisis Code 9GF
C 8-byte ED
NOTE: AC/AR Marines only - effective date Marine returns to HTC

TTC 034 001 STOP OP INFO ED _(YYYYMMDD)_
NOTE: AC/AR Marines only - effective date Marine returns to HTC

TTC 499 028 (A) WORK TELEPHONE NUMBER (B)
A 8-byte DOA
B 35-byte Free Form Phone Number (Alpha/Numeric)

TTC 135 000 INDIV LOC (A) (B) (C)
A 3-byte country code
B 2-byte numeric state code
C 4-byte city code

TTC 343-346 RECORD OF EMERGENCY DATA
Audit and update any RED changes

TTC 335 000 MARKS PRO __.CON __.OCC__ED__
Note: USMCR only - eff date SNM released from active duty

TTC 274 000 COMD DPI __(A)_
A 2-byte code for MISSO
NOTE: Enter 16 for AC/AR Marines; 17 for reserve Marines

d. Unit Commanders are additionally responsible for ensuring the below listed items are completed prior to any member being deactivated.

(1) Ensure DD Form 214/215 is completed and delivered to member prior to departing HTC on PDMRA and/or LWAS.

(2) Ensure the NAVMC 11060 for settlement of final payment is completed and submitted to the MOBCOM Finance Office.

(3) Ensure DD Form 1351-2 (Travel Voucher or Subvoucher) is completed and signed by the member. HTC must ensure claim is submitted to the Demobilization Finance Center immediately upon deactivation.

(4) Ensure family members/dependents are provided the required Return & Reunion Brief.

(5) Ensure active duty ID cards are recovered and reserve ID cards are reissued as appropriate.

(6) Ensure TAMP ID cards are issued to members and their dependents for Transitional Medical Benefits.

(7) Ensure Demobilization Surveys are completed.

(8) Ensure Civilian Job Skills are updated and resident within MOL in accordance with COMMARFORRES msg 121506Z Feb 04.

e. When all required deactivation processing is completed and members depart the HTC (for PDMRA, LWAS, or upon deactivation), the below unit diary entries are required:

TTC 150 000 DSSN (A) ED (B)
A 4-character symbol 0018
B 8-byte ed

NOTE: DSSN change is mandatory IN ORDER TO support Demobilization Finance Officer actions required.

TTC TTC 115 030 TO LWAS (A) (B) (C)
A 4-byte time leave begins (HHMM)
B 8-byte ED leave begins
C 8-byte ED separation

NOTE: Used for those taking pre-separation leave prior to being deactivated.

TTC 499 024 (A) HOME TELEPHONE NUMBER (B)
A 8-byte DOA
B 35-byte Free Form Phone Number (Alpha/Numeric)
NOTE: Must be action dated 1 day prior to RELACDU date.

TTC 499 025 (A) HOME ADDRESS (B) (C) (D) (E) (F) (G)
A 8-byte DOA
B 1-byte Address Validation Flag
C 1-byte Numeric Special Mailing Condition Code
D 40-byte (max) Street number and name
E 20-byte (max) City
F 19-byte (max) State or Country
G Zip Code
NOTE: Must be action dated 1 day prior to RELACDU date.

TTC 378 000 (A) DROP SPD (B) (C) RE (D) ED (E)
A 8-byte DOA (same date as ED)
B 4-byte sep code = MBK5

- C 1-byte sep doc type = H
- D 2-byte reenlistment indicator
- E 8-byte ED

NOTE: ED is last day of active duty.

f. USMCR member must be immediately joined back to a USMCR unit RUC. The below unit diary entries must be completed for all USMCR members (even if the member will be immediately transferred to the IRR or to another USMCR unit, or discharged).

TTC 020 145 JOIN RUC _ MCC _ DU FR RELACDU IDT REQ 48

TTC 217 000 MOB MCC (A)

TTC 470 000 FOR RUC (A) COMPANY CODE (B) PLATOON CODE (C) WORK SECTION (D)

- A 5 byte Reserve RUC
- B 1 byte Company Code (report '0' {zero} if NONE)
- C 4 byte Platoon Code (mandatory field)
- D 4-byte Work Section (leave blank if unknown or not applicable)

TTC 027 003 RESERVE BIC (A)

- A 11-byte A/N Billet Identification Code

TTC 499 003 BILLET DESC (A)

- A 40-byte A/N Billet Description

TTC 177 000 BILLETT MOS (A)

- A 4-byte Billet MOS

TTC 304 000 CUSTODY STAT (A)

- A 1-byte A/N code

Note: Required entry when both parents/guardians are members of the Armed Forces (active or reserve) or of a single parent having custody of the dependent.

TTC 815 001 INIT SCREENING COMPL (A) RESULTS (B)

- A 8-byte ED
- B 1-byte result (see MCTFSPRIUM Fig 4-2)

TTC 922 000 CRCR CERTDATE (A)

- A 6-byte (YYYYMM) certification date

TTC 473 XXX CHAN TSP BP%/SP%/IN%/BONUS%/ADDRESS

Note: Must be reported for all new applicants and those members who want to continue participating if previously enrolled while activated (member can also do this by accessing account online at www.tsp.gov).

NOTE: If an IRR Marine was joined by a host unit solely for the purpose of activating/deploying with an USMCR unit, then immediately following the posting of the USMCR join, the Marine will be transferred back to the IRR.

12. DD Form 214/215 Required Annotations. Various policies require specific annotations to be made on a deactivating Marine's DD Form 214/215.

Commanders are required to ensure the below comments are made in block #18 of each deactivating Marine's DD Form 214/215:

a. "Member is authorized TAMP Benefits to expire on (Month/Day/Year) due to the following qualifying criteria: Member's reserve component was called up or ordered in support of a contingency operation for more than 30 days.

b. "Activated in support of (Named Operation) from Month/Day/Year to Month/Day/Year"

c. "Member served in (Duty Location) a designated Imminent Danger Pay area from Month/Day/Year to Month/Day/Year"

5011. INSTALLATION PERSONNEL ADMINISTRATION CENTER (IPAC) OPERATIONS

1. Background. IPAC operations are conducted at major Marine Corps installations across the force. Upon mobilization, activation and transfer of reserve Marines to active duty units, the necessary administrative transactions to accomplish those tasks are conducted by the IPACs after the active duty unit administered to by the IPAC assumes ADCON of those reserve Marines.

2. Mission. When directed, provide administrative support to reserve Marines assigned to active duty units whose RUC's you administer to.

3. Tasks.

a. CMC (MP)

(1) Request authorization from SecDef, via ASN (M&RA), to order members of the Ready Reserve and retirees to active duty.

(2) Authorize via message traffic the IPAC manning level based on designated throughput.

b. CMC (MMFA)

(1) Coordinate with MOBCOM and approve RTNs created by the IPAC for requests to activate IMA Marines identified on the IPAC T/O to support the authorized manning level.

(2) Fund approve orders requests submitted by the IPACs for IMA Marines per the manning authorization level.

c. COMMARFORRES

(1) Authenticate orders in accordance with published orders and CMFR administrative guidance.

(2) Provide administrator (01xx) augmentation to the IPAC in the below listed ratio's. Support may be in the form of mobilized RC personnel attached to activated units or separate augmentation provided by MARFORRES. MARFORRES provided 01xx Marines' primary role is to support the reserve administrative requirements of Reserve unit and individuals.

(a) Personnel Officer (0170): One for every 1000 activated RC Marines at the ILOC.

(b) Personnel Chief (0193): One for every 750 activated RC Marines at the ILOC.

(c) Personnel Clerk (0121/51): One for every 90 activated RC Marines at the ILOC.

d. MARFOR

(1) Approve RTNs in MCMPS submitted by IPAC for BICs associated with IPAC IMA Marine requests up to the published authorized manning level.

(2) Process and endorse as appropriate, any requests submitted by the IPAC that require a waiver.

e. MCI

(1) Process and endorse, as appropriate, any requests submitted by the IPAC that require a waiver.

f. MCB

(1) Process and endorse, as appropriate, any requests submitted by the IPAC that require a waiver.

g. IPAC

(1) Authorized Manning Level

(a) Identify Marine reserve throughput based on number of reserve record books maintained on an average quarterly basis via message traffic to HQMC (MMFA) to determine authorized IMA manning level.

(b) Submit requests for RTN approval to HHQ in MCMPS for IMA BICs identified as part of the authorized manning level approval.

(c) Screen IMA Marine for activation IAW published directives.

(d) Source Marine in IAMMS after RTN is approved.

(e) Submit activation requests electronically via portable document format (.pdf) file to HHQ for any requests involving a waiver IAW published timelines.

(2) Administrative Support

(a) Upon receipt of activation notification message, conduct necessary liaison with adjacent and HHQ to prepare to receive record books for reserve Marines.

(b) Upon receipt of transfer of ADCON notification message, appropriate deployment order, or activation and transfer of individual augment from the RSU or activation of IMA Marine from supported Command, conduct necessary administrative actions to transfer and join Marines to appropriate RUCs.

(c) Perform all required administrative functions IAW published guidance, appropriate orders and the MCRAMM while reserve Marines are attached to supported RUCs, to include during ILOC, deployment if appropriate and RILOC.

(3) IPAC T/O

(a) The IPAC T/O contains 14 reserve IMA Marines to be activated as authorized IAW the approved manning level option outlined in the message from MP. The Marines identified on the T/O are (2) 0193 personnel chiefs, (2) personnel NCO's, (2) administrative NCO's, (5) personnel clerks and (3) administrative clerks.

(4) IPAC Manning Authorization

(a) Manning Authorization Level I: During steady state operations reflective of day-to-day operational reserve actions the anticipated reserve throughput of the IPAC is up to 2000 reserve Marines attached at some point during the given fiscal year. During this authorized manning level, the IPAC will be allowed to activate (1) 0193 personnel chief, (1) personnel NCO, (1) administrative NCO, (2) personnel clerks and (1) administrative clerk.

(b) Manning Authorization Level II: During surge periods of operations reflective of HHQ deployment when the number of reserve Marines attached is anticipated to be over 2000, the IPAC will be authorized to activate the remainder of their IMA T/O.

(c) For throughput beyond 4500 reserve Marines attached at any point in the fiscal year, the IPAC will have the ability to create augment RTNs with sufficient justification for approval by MMFA. Augment RTN information will be captured and reflected in a TOECR to adjust the IMA billets on the IPAC T/O appropriately.

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Chapter 6
Fiscal Management

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6000. GENERAL

1. General. The Marine Corps Reserve is trained, manned and equipped to support the Active Component. The Reserve mission is funded through Reserve Appropriations: Reserve Personnel Marine Corp (RPMC 1108) and Operations and Maintenance Marine Corps Reserve (O&MMCR 1107). When Reserve units are activated in direct support of Contingency Operations they are funded through Active Duty Appropriations: Military Personnel Marine Corps (MPMC 1105) and Operations and Maintenance Marine Corps (O&MMC 1106).

2. Background. References (cn) and (bf) provide detailed financial management guidance for contingency operations and the temporary active duty (TAD) of mobilized reserves. As a general rule: The Marine Corps Reserve Activation Travel Section (MCRATS) funds, records and reports all individual travel and per-diem costs for activated reservists. COMMARFORRES, funds, records and reports all USMCR units prior to activation and all O&M incremental costs during pre-deployment processing and training at the HTC prior to movement to an ILOC or POE for deployment into the supported theater. As outlined in Chapter 4, COMMARFORRES coordinates and funds USMCR TOT/TOP movement from HTCs to ILOC and from RILOC to HTCs upon redeployment. COMMARFORCOM funds, records and reports all incremental O&M costs for pre-deployment processing and training conducted at East Coast ILOCs. COMMARFORPAC funds, records and reports all incremental O&M costs for pre-deployment processing and training conducted at West Coast ILOCs. The Supported Commander assumes all fiscal responsibility for activated USMCR units when attached. DC P&R will update detailed procedures via separate correspondence as necessary.

6001. TASKS

1. DC P&R

a. Provide funding to Marine Corps Reserve Activation Travel Section (MCRATS) for individual travel and per-diem of activated reservists.

b. Provide funding to COMMARFORRES for contingency operations and maintenance requirements of activated reservists prior to unit's movement to ILOC. Provide funding to COMMARFORCOM and COMMARFORPAC for contingency operations and maintenance requirements of activated reservists when the activated reservists are training at an ILOC in CONUS or OCOUNS in the case of MCB Hawaii or MCB Japan.

c. Provide funding to the gaining MARFOR for Modeling & Simulation (M&S) requirements of attached activated reservists/USMCR units.

2. MCRATS

a. Capture, record and report all travel related costs to CMC P&R, FD, Contingency Cell(CC) for activated members of the IRR, activated IMA, and USMCR per reference (bf).

b. Coordinate with CMC M&RA Financial Management (MB) and COMMARFORRES for assistance.

3. DC Installation and Logistics, Logistic Plans, Policies, Strategic Mobility Division (I&L, LP)

a. Coordinate with Commander, Atlantic Fleet (COMLANTFLT) Comptroller for Navy funded Transportation Account Code (TAC) and Line of Accounting (LOA) for all equipment movement requirements from designated HTC to the ILOC for reserve equipment moving in support of II Marine Expeditionary Force (MEF) in order to track transportation costs of equipment movements in support of contingency operations. Coordinate with Commander, Pacific Fleet (COMPACFLT) Comptroller for Navy funded TAC for reserve equipment movements in support of I MEF and III MEF. Provide applicable TAC information to COMMARFORRES.

b. Provide Headquarters Marine Corps (HQMC) second destination transportation (SDT) transportation of things (TOT) funded TACs to MARFORRES and track all costs for strategic transportation charges in support of cross-leveling of RBE, and all sustainment transportation support in support of designated USMCR units activated for contingencies. Additionally, track and monitor cross-leveling activities to ensure that MARFORRES forces are able to reconstitute.

4. COMMARFORRES

a. Fund all incremental M&S costs for support provided as a supporting commander.

b. Continue to fund all non-activated USMCR units and those portions of units not activated.

c. Report all activation costs to DC P&R, Budget Coordination Branch (RFC) via monthly contingency reports per reference (cn).

d. Provide COMMARFORRES funded TACs and LOAs to all concerned (ALCON) regarding non-contingency related transportation movements of equipment as directed by COMMARFORRES.

5. COMMARFORPAC

a. Fund all incremental M&S costs of activated USMCR units that are supported at West Coast, MCB Hawaii and MCB Japan ILOCs, and report any unfunded shortfalls to DC P&R (FD) and DC P&R (CC) via published financial management guidance.

b. Provide funding for RSU operations to support processing, equipping, etc., of individual AC/RC Marines and activated Navy Reservists assigned to USMCR units and report any unfunded shortfalls to DC P&R via published financial management guidance. Commanding Officer, RSU are not responsible for providing funding for activated USMCR units.

6. COMMARFORCOM

a. Fund all incremental costs of activated USMCR units that are supported by East Coast ILOCs and report any unfunded shortfalls to DC P&R via published financial management guidance.

b. Provide funding for RSU operations to support processing, equipping, etc., of individual AC/RC Marines and activated Navy Reservists assigned to

USMCR units and report any unfunded shortfalls to DC P&R via published financial management guidance. Commanding Officer, RSU is not responsible for providing funding for activated USMCR units.

7. Supporting ILOC Commander. Fund all incremental costs of attached activated USMCR units and report via the chain of command to DC P&R any unfunded shortfalls per published financial management guidance.

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APPENDIX A TO USMC MAID-P

Information Management: Force Deployment Messages and Reports

List of messages and reports:

1. President of the United States (POTUS) Reserve Recall Authority
2. Secretary of Defense Reserve Recall Authority Delegation to Military Departments
3. Secretary of the Navy Reserve Recall Authority Delegation to the CMC
4. Secretary of the Navy Reserve Delay In Reporting Guidance
5. USMC Total Force Manpower Guidance
6. USMC TF Personnel JCS (J-1) Status Report
7. COMMARFORCOM Report For Planning
8. COMMARFORCOM Request to Activate USMCR Units
9. CMC Staffing Package Requesting Authority to Activate USMCR Units
10. CMC Unit Activation Directive to COMMARFORRES
11. Congressional Notification
12. COMMARFORRES USMCR Unit Activation Directive
13. USMCR Commanding Officer Activation Report
14. COMMARFORRES Change of USMCR Unit Command Relationship
15. COMMARFORCOM Deployment Order to Activated Assigned USMCR Units
16. CMC Deactivation Manpower Guidance
17. COMMARFORCOM Request to Deactivate Activated Assigned CDRUSJFCOM USMCR Units
18. CMC Redeployment and Deactivation Directive
19. CMC IRR/Retiree Involuntary Ordered to Active Duty Mailgram Orders
20. MCMC Issued IRR Involuntary Order to Active Duty Orders
21. COMMARFOR Combat Replacement and Personnel Management CONOPS Message
22. MARFOR Request For Deployment of Combat Replacements
23. Sample Service Augmentation Validation Board Report
24. Gubernatorial Request for Federal Assistance
25. Presidential Authorization for Federal Assistance (DOD) to a State

1. Presidential of the United State (POTUS) Reserve Recall Authority

1. Purpose. To provide an example of President Of The United States (POTUS) letter authorizing the SecDef to recall members of the RC to active duty (i.e., other than for training):

2. Sample: President of the United States letter Authorizing SecDef to recall members of the RC to Active Duty.

Executive Orders

EO 13223

Executive Order 13223 of September 14, 2001

Ordering the Ready Reserve of the Armed Forces To Active Duty and Delegating Certain Authorities to the Secretary of Defense and the Secretary of Transportation

By the authority vested in me as President by the Constitution and the laws of the United States of America, including the National Emergencies Act (50 U.S.C. 1601 *et seq.*) and section 301 of title 3, United States Code, and in furtherance of the proclamation of September 14, 2001, Declaration of National Emergency by Reason of Certain Terrorist Attacks, which declared a national emergency by reason of the terrorist attacks on the World Trade Center, New York, New York, and the Pentagon, and the continuing and immediate threat of further attacks on the United States, I hereby order as follows:

Section 1. To provide additional authority to the Department of Defense and the Department of Transportation to respond to the continuing and immediate threat of further attacks on the United States, the authority under title 10, United States Code, to order any unit, and any member of the Ready Reserve not assigned to a unit organized to serve as a unit, in the Ready Reserve to active duty for not more than 24 consecutive months, is invoked and made available, according to its terms, to the Secretary concerned, subject in the case of the Secretaries of the Army, Navy, and Air Force, to the direction of the Secretary of Defense. The term "Secretary concerned" is defined in section 101(a)(9) of title 10, United States Code, to mean the Secretary of the Army with respect to the Army; the Secretary of the Navy with respect to the Navy, the Marine Corps, and the Coast Guard when it is operating as a service in the Navy; the Secretary of the Air Force with respect to the Air Force; and the Secretary of Transportation with respect to the Coast Guard when it is not operating as a service in the Navy.

Sec. 2. To allow for the orderly administration of personnel within the armed forces, the following authorities vested in the President are hereby invoked to the full extent provided by the terms thereof: section 527 of title 10, United States Code, to suspend the operation of sections 523, 525, and 526 of that title, regarding officer and warrant officer strength and distribution; and sections 123, 123a, and 12006 of title 10, United States Code, to suspend certain laws relating to promotion, involuntary retirement, and separation of commissioned officers; and strength limitations; and Reserve component officer strength limitations.

Sec. 3. To allow for the orderly administration of personnel within the armed forces, the authorities vested in the President by sections 331, 359, and 367 of title 14, United States Code, relating to the authority to order to active duty certain officers and enlisted members of the Coast Guard and to detain enlisted members, are invoked to the full extent provided by the terms thereof.

Sec. 4. The Secretary of Defense is hereby designated and empowered, without the approval, ratification, or other action by the President, to exercise the authority vested in the President by sections 123, 123a, 527, and 12006 of title 10, United States Code, as invoked by sections 2 and 3 of this order.

EO 13224

Title 3—The President

Sec. 5. The Secretary of Transportation is hereby designated and empowered, without the approval, ratification, or other action by the President, to exercise the authority vested in sections 331, 359, and 367 of title 14, United States Code, when the Coast Guard is not serving as part of the Navy, as invoked by section 2 of this order, to recall any regular officer or enlisted member on the retired list to active duty and to detain any enlisted member beyond the term of his or her enlistment.

Sec. 6. The authority delegated by this order to the Secretary of Defense and the Secretary of Transportation may be redelegated and further sub-delegated to civilian subordinates who are appointed to their offices by the President, by and with the advice and consent of the Senate.

Sec. 7. Based upon my determination under 10 U.S.C. 2201(c) that it is necessary to increase (subject to limits imposed by law) the number of members of the armed forces on active duty beyond the number for which funds are provided in appropriation Acts for the Department of Defense, the Secretary of Defense may provide for the cost of such additional members as an excepted expense under section 11(a) of title 41, United States Code.

Sec. 8. This order is intended only to improve the internal management of the executive branch, and is not intended to create any right or benefit, substantive or procedural, enforceable at law by a party against the United States, its agencies, its officers, or any person.

Sec. 9. This order is effective immediately and shall be promptly transmitted to the Congress and published in the **Federal Register**.

GEORGE W. BUSH

THE WHITE HOUSE,
September 14, 2001.

2. Secretary of Defense Reserve Recall Authority Delegation to Military Departments

1. Purpose. To provide an example of the SecDef Memorandum to the military departments authorizing them to recall members of their RC to active duty (i.e., other than for training):

2. Sample: SecDef Memorandum to Military Departments authorizing them to members of their RC.



THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

14 Sep 01

MEMORANDUM FOR THE SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF

SUBJECT: Partial Mobilization (World Trade Center and Pentagon Attacks) and
Redelegation of Authority Under Title 10, United States Code, Sections 123,
123a, 527, 12006, 12302, and 12305

Pursuant to section 12302 of title 10 of the United States Code and the Executive Order 13223 of September 14, 2001, entitled "Ordering the Ready Reserve of the Armed Forces to Active Duty and Delegating Certain Authorities to the Secretary of Defense and the Secretary of Transportation," I hereby delegate to the Secretaries of the Military Departments authority to order to active duty Ready Reserve members as follows:

- (1) Army: not more than 10,000 members of the Army Ready Reserve to provide combat support and combat service support.
- (2) Navy and Marine Corps: not more than 3,000 members of the Naval Ready Reserve and not more than 7,500 members of the Marine Corps Ready Reserve.
- (3) Air Force: not more than 13,000 members of the Air Force Ready Reserve.

The Secretaries of the Military Departments shall coordinate their exercise of the authority delegated by this memorandum with the Chairman of the Joint Chiefs of Staff, or his designee.

The Secretaries of the Military Departments shall submit to me requests for additional authority to order Ready Reserve units and personnel to active duty as necessary, after coordination with the Chairman of the Joint Chiefs of Staff.

I hereby redelegate to the Secretaries of the Military Departments the President's authorities under sections 123, 123a, 527, 12006, 12302, and 12305 of title 10, United States Code. The authorities delegated by this memorandum may be redelegated to civilian subordinates who are appointed to their offices by the President, by and with the advice and consent of the Senate. The authorities granted herein may not be exercised to exceed general officer, field grade officer, and E-8 and E-9 enlisted personnel authorizations. The Assistant Secretary of Defense for Force Management Policy may issue such instructions consistent with this memorandum as may be necessary to ensure the effective implementation of this memorandum.

3. Secretary of the Navy Reserve Recall Authority Delegation to the CMC

1. Purpose. To provide an example of the SECNAV document which authorizes the CNO and the CMC to recall members of their RC to active duty (i.e., other than for training):

2. Sample: SECNAV Letter Authorizing CNO and CMC to Recall members of the RC to Active Duty.

SEP-17-2001 08:18

703 697 4884

703 697 4884 P.01/01



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20380-1000

MEMORANDUM FOR CHIEF OF NAVAL OPERATIONS
COMMANDANT OF THE MARINE CORPS

Subj: PARTIAL MOBILIZATION THE READY RESERVE

Ref: (a) SECDEF memo of 14 September 2001


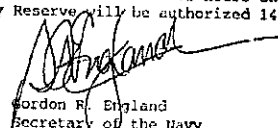
In accordance with reference (a), you are directed to order to active duty those personnel and units that are necessary to augment the active components which are responding to the World Trade Center and Pentagon attacks.

Gordon R. England
Secretary of the Navy

TOTAL P.01

4. Secretary of the Navy Reserve Delay in Reporting Guidance

1. Purpose. To provide an example of the SECNAV memo establishing the DON RC Delay policy for members to be activated:
2. Sample: SECNAV Navy memorandum establishing the DON RC Delay Policy.

	<p>DEPARTMENT OF THE NAVY OFFICE OF THE SECRETARY 1000 NAVY PENTAGON WASHINGTON DC 20350-1000</p>
<p>5 October '001</p>	
<p>MEMORANDUM FOR CHIEF OF NAVAL OPERATIONS COMMANDANT OF THE MARINE CORPS</p>	
<p>Subj: SECRETARY OF THE NAVY GUIDANCE IN REGARD TO RESERVE DELAY IN REPORTING AFTER INITIAL NOTIFICATION OF MOBILIZATION</p>	
<p>Reservists involuntarily activated under title 10 U.S.C. 12302 shall be permitted the maximum amount of time between the date when alerted to report for active duty and the date required to report for that duty, consistent with operational requirements. At a minimum, from notification to required reporting, Selected Reservists will be authorized 72 hours and members of the Individual Ready Reserve will be authorized 14 days.</p>	
<p> Gordon R. England Secretary of the Navy</p>	
<p>22010128007109</p>	

5. USMC Total Force Manpower Guidance

1. Purpose. To provide an example of the USMC Total Force Manpower Guidance Message. This message is issued as a MARADMIN by DC M&RA to provide manpower activation policies and procedures specific to each contingency.

2. Sample: USMC Total Force MANPOWER Guidance message.

Date signed: 09/20/2001 MARADMIN Number: 440/01

P 201035Z SEP 01 ZYW

FM CMC WASHINGTON DC//MRA//

TO MARADMIN

CNO WASHINGTON DC//N3/N5/N312/N1/N1R/N095//

COMNAVRESFOR NEW ORLEANS LA//N1/N3/N5//

COMNAVPERSCOM MILLINGTON TN//NPC9/NPC92/NPC922//

BT

UNCLAS //N01300//

MARADMIN 440/01

MSGID/GENADMIN/CMC WASHINGTON DC/MPP//

SUBJ/INITIAL TOTAL FORCE MANPOWER GUIDANCE FOR PARTIAL
MOBILIZATION//

REF/A/DOC/EO/14SEP2001//

REF/B/DOC/USC/02JAN2001//

REF/C/DOC/SECDEF/14SEP2001//

REF/D/DOC/SECNAV/14SEP2001//

REF/E/DOC/SECDEF/OCT2001//

REF/F/DOC/CMC/17FEB1999//

REF/G/DOC/CMC/29OCT1998//

REF/H/DOC/CMC/05MAY2000//

REF/I/DOC/CMC/04OCT1994//

REF/J/DOC/CMC/15APR1996//

REF/K/DOC/CMC/14JUL2000//

REF/L/DOC/CMC/04MAR1998//

REF/M/DOC/DOD/01JUL2001//

REF/N/DOC/CMC/30APR2001//

REF/O/DOC/CMC/04FEB2000//

REF/P/DOC/USC/23JAN2000//

REF/Q/DOC/CMC/03DEC1998//

NARR/REF A IS PRESIDENTIAL EXECUTIVE ORDER 13223 ORDERING THE READY RESERVE OF THE ARMED FORCES TO ACTIVE DUTY. REF B IS TITLE 10, UNITED STATES CODE, SECTION 12302, READY RESERVE. REF C IS SECDEF MEMO AUTH ORDER OF READY RESERVE AND RETIREES TO ACTIVE DUTY. REF D IS SECNAV MEMO AUTH ORDER OF READY RESERVE AND RETIREES TO ACTIVE DUTY. REF E IS THE FORCES FOR UNIFIED COMMANDS. REF F IS MARINE CORPS MOBILIZATION MANAGEMENT PLAN. REF G IS MARINE CORPS ORDER 3500.30, ASSIGNMENT OF SELECTED MARINE CORPS RESERVE (USMCR) UNITS TO U.S. COMMANDER IN CHIEF ATLANTIC COMMAND. REF H IS MCO 1001.61, POLICY AND PROCEDURES FOR SOURCING PERSONNEL TO MEET INDIVIDUAL AUGMENTATION REQUIREMENTS. REF I IS MCO P1300.8R, USMC PERSONNEL ASSIGNMENT POLICY. REF J IS MCO P3040.4D, MARINE CORPS CASUALTY PROCEDURE MANUAL (MARCORCASPROCMAN). REF K IS MCO P1070.12K, USMC INDIVIDUAL RECORDS ADMINISTRATION MANUAL. REF L IS MCO P1080.40A, MARINE CORPS TOTAL FORCE SYSTEM PERSONNEL REPORTING INSTRUCTIONS MANUAL (MCTFSPRIM). REF M IS JOINT FEDERAL TRAVEL REGULATION (JFTR). REF N IS MCO P4050.38C, PERSONAL EFFECTS AND BAGGAGE MANUAL. REF O IS MCO P1050.3H, REGULATIONS FOR LEAVE, LIBERTY AND ADMINISTRATIVE ABSENCE. REF P IS TITLE 37, UNITED STATES CODE,

SECTION 501, PAYMENTS FOR UNUSED LEAVE. REF Q IS MCO P1610.7E,
PERFORMANCE EVALUATION SYSTEM.//
TEL: DSN 278-9358/TEL: COMM (703) 784-9358//
RMKS/1. SITUATION

A. GENERAL

(1) PER REF A, THE PRESIDENT OF THE UNITED STATES (POTUS) HAS DECLARED A NATIONAL EMERGENCY BY REASON OF THE TERRORIST ATTACKS ON THE WORLD TRADE CENTER, NEW YORK, AND THE PENTAGON, AND HAS INVOKED TITLE 10, UNITED STATES CODE, SECTION 12302, READY RESERVE. AS AUTHORIZED BY THE POTUS, THE SECRETARY OF DEFENSE (SECDEF) HAS AUTHORIZED THE SECRETARY OF THE NAVY SECNAV TO ORDER ANY UNIT IN THE READY RESERVE, AND ANY MEMBER IN THE READY RESERVE NOT ASSIGNED TO A UNIT ORGANIZED TO SERVE AS A UNIT, TO ACTIVE DUTY FOR NOT MORE THAN 24 CONSECUTIVE MONTHS. POTUS HAS INVOKED SECTION 527 OF REF B. POTUS HAS ALSO SUSPENDED OPERATION OF SECTIONS 523, 525 AND 526 OF REF B, REGARDING OFFICER AND WARRANT OFFICER STRENGTH AND DISTRIBUTION; AND SECTIONS 123, 123A, AND 12006 OF REF B, TO SUSPEND CERTAIN LAWS RELATING TO PROMOTION, INVOLUNTARY RETIREMENT, AND SEPARATION OF COMMISSIONED OFFICERS; END STRENGTH LIMITATIONS; AND RESERVE COMPONENT STRENGTH LIMITATIONS.

(2) PER REF A, THE SECDEF HAS BEEN DESIGNATED AND EMPOWERED, WITHOUT THE APPROVAL, RATIFICATION, OR OTHER ACTION BY POTUS, TO EXERCISE THE AUTHORITIES AS INVOKED BY PARA 1A1 ABOVE.

(3) PER REF C, AND IAW REF A, THE SECDEF HAS DELEGATED THE AUTHORITIES INVOKED BY REF A TO THE SECNAV AND HAS AUTHORIZED THE SECNAV THE AUTHORITY TO ORDER UP TO 7,500 MEMBERS OF THE USMC READY RESERVE TO ACTIVE DUTY FOR NOT MORE THAN 24 CONSECUTIVE MONTHS. PER REF C, SECDEF HAS REDELEGATED TO THE SECRETARY OF THE NAVY THE PRESIDENT'S AUTHORITIES UNDER SECTIONS 123, 123A, 527, 12006, 12302, AND 12305 OF REF B.

(4) PER REF D, AND IAW REF C, SECNAV HAS AUTHORIZED CMC TO ORDER UP TO 7,500 MEMBERS OF THE USMC READY RESERVE TO ACTIVE DUTY FOR NOT MORE THAN 24 CONSECUTIVE MONTHS PER REF B.

B. ASSUMPTIONS

(1) BASED ON THE CURRENT OPERATIONAL SITUATION, DC PP&O (PO) ANTICIPATES REQUIREMENTS FOR USMCR UNITS AND DETACHMENTS TO REINFORCE THE ACTIVE COMPONENT. IDENTIFYING AND REQUESTING USMCR UNITS AND DETACHMENTS WILL BE PER REFS E, F, AND G.

(2) BASED ON THE CURRENT OPERATIONAL SITUATION, DC M&RA (MP) ANTICIPATES REQUIREMENTS FOR THE FOLLOWING:

(A) ACTIVATION OF VARIOUS INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) DETACHMENTS AND INDIVIDUALS.

(B) ACTIVATION OF INDIVIDUAL READY RESERVE (IRR) MARINES IDENTIFIED BY REQUESTING COMMAND TO FILL INDIVIDUAL AUGMENTATION (IA) REQUIREMENTS.

(C) ACTIVATION OF IRR MEMBERS TO SOURCE INDIVIDUAL AUGMENTEE (IA) REQUIREMENTS WHEN REQUESTING COMMAND DOES NOT IDENTIFY A BY NAME REQUIREMENT.

2. MISSION. AS REQUIRED, CMC (PO/MP) WILL DIRECT THE MOBILIZATION OF UNITS/DETS AND MEMBERS OF THE MARINE CORPS READY RESERVE NOT ASSIGNED TO A UNIT ORGANIZED TO SERVE AS A UNIT, IN THE READY RESERVE TO ACTIVE DUTY FOR NOT MORE THAN 24 MONTHS IN ORDER TO MEET OPERATIONAL REQUIREMENTS OF THE MARINE CORPS. DC M&RA (MP) WILL REQUEST AUTHORIZATIONS DELEGATED TO SECNAV PER REFS D AND F AS REQUIRED TO SUPPORT THE OPERATIONAL REQUIREMENTS OF THE MARINE CORPS.

3. EXECUTION

A. EXECUTION

(1) CMC'S INTENT

(A) PURPOSE. AUGMENT AND REINFORCE THE ACTIVE COMPONENT (AC) OF THE USMC IN A MANNER THAT SUPPORTS THE OPERATIONAL REQUIREMENTS WHILE AT THE SAME TIME MINIMIZING ANY NEGATIVE EFFECTS OF MOBILIZATION ON RESERVE MARINES, THEIR FAMILIES, AND THEIR EMPLOYERS. THROUGH CAREFUL CONSIDERATION OF MISSIONS, REQUIREMENTS, AND THE AVAILABLE RESERVE MARINES, WE CAN SUCCESSFULLY ACCOMPLISH THE MISSION WITH MINIMAL DISRUPTION FOR MARINES.

(B) METHOD. MOBILIZE BOTH UNITS/DETS AND INDIVIDUALS AS REQUIRED. LENGTH OF INDIVIDUAL INVOLUNTARY ACTIVATION ORDERS WILL VARY IN ORDER TO ACCOMPLISH THE MISSION AS WELL AS TAKING CARE OF OUR MARINES.

(C) ENDSTATE. EXPAND THE USMC AC TO MEET OPERATIONAL REQUIREMENTS WHILE ENSURING THE WELFARE OF OUR MARINES AND FAMILY MEMBERS.

B. CONCEPT OF OPERATIONS. COMMANDS IDENTIFY REINFORCEMENT REQUIREMENTS TO DC PP&O (PO) FOR UNIT ACTIVATION AND IDENTIFY INDIVIDUAL AUGMENTATION REQUIREMENTS TO DC M&RA (MP) FOR INDIVIDUAL ACTIVATION PER REFS F, G AND H. TOTAL REQUIREMENTS WILL BE CONSIDERED, AND IF REQUIRED, PRIORITIZED, BY CMC TO ENSURE MAXIMUM EFFECTIVE USE OF THE AUTHORIZED MOBILIZATION APPORTIONMENT. IF REQUIRED, AND APPROVED BY SECNAV, DC M&RA (MP) WILL DIRECT RECALL OF RETIREES POSSESSING SINGULARLY UNIQUE QUALIFICATIONS THAT CANNOT BE SOURCED FROM THE AC/RC PER REFS B AND F. DC M&RA (MP) WILL ALSO COORDINATE WITH THE NAVY TO REQUEST ACTIVATION OF NAVY SELECTIVE RESERVE (SELRES) PROGRAM 9 PERSONNEL ISO USMC PER REF F.

C. TASKS

(1) COMMARFORRES

(A) ACTIVATE USMCR UNITS AS DIRECTED BY DC PP&O (PO).

(B) UPON USMCR UNIT REPORTING ACTIVATION PROCEDURES COMPLETE, COMMARFORRES DIRECTS THE ACTIVATED USMCR UNIT TO THE COMBATANT COMMAND, COMMAND AUTHORITY (COCOM) OF CINCUSJFCOM. UNLESS OTHERWISE DIRECTED BY CINCUSJFCOM, COMMARFORCOM, AS THE USMC COMPONENT COMMANDER TO CINCUSJFCOM, EXERCISES COMMAND OF ACTIVATED USMCR UNITS THROUGH COMMARFORRES.

(C) AS DIRECTED BY COMMARFORCOM, DEPLOY ACTIVATED USMCR UNIT FROM HOME TRAINING CENTER (HTC) TO THE DESIGNATED GAINING FORCE COMMAND.

(D) ADDITIONAL DETAILED GUIDANCE WILL BE PROVIDED IN THE UNIT ACTIVATION MESSAGE ISSUED BY DC PP&O (PO).

(E) AS DIRECTED BY DC M&RA (MP), ACTIVATE IRR MEMBERS AND IMA(S).

(F) ENSURE WIDEST POSSIBLE USE OF AUTOMATED ORDER ISSUING SYSTEM FOR ALL MOBILIZATION ORDERS. ESTABLISH FUNDING CODES WITHIN ORDER ISSUING SYSTEM TO TRACK NUMBER OF PERSONNEL AND COSTS ASSOCIATED WITH MOBILIZED UNITS AND INDIVIDUALS.

(2) COMMARFORCOM. UNLESS OTHERWISE DIRECTED BY CINCUSJFCOM, ASSUME COMMAND OF ACTIVATED CINCUSJFCOM ASSIGNED USMCR UNITS. COMMAND WILL BE EXERCISED THROUGH COMMARFORRES FOR DEPLOYMENT AND TRANSFER OF AUTHORITY.

(3) COMMARCORBASEPAC AND COMMARCORBASELANT

(A) WHEN APPLICABLE, REVIEW OPERATIONAL REQUIREMENTS AND TIME-PHASED FORCE DEPLOYMENT DATA (TPFDD), IN COORDINATION WITH THE DEPLOYING MARFOR/MEF, TO ENSURE BASES/STATIONS ARE CAPABLE OF SUPPORTING THE POTENTIAL FLOW OF AC/RC UNITS TO AND FROM THE BASES/STATIONS.

(B) BE PREPARED TO ACTIVATE THE MOBILIZATION PROCESSING

CENTERS (MPC) AT DESIGNATED BASES/STATIONS IN ORDER TO PROCESS PRETRAINED INDIVIDUAL MANPOWER (PIM) PER REF F. DC M&RA (MP) ANTICIPATES MINIMAL PIM PROCESSING REQUIREMENTS AT THIS TIME.

(C) PER REF F, DESIGNATED BASES ARE ALSO DESIGNATED AS NAVY MOBILIZATION PROCESSING STATIONS (NMPS) TO PROCESS NAVY SELECTIVE RESERVISTS TO ACTIVE DUTY FOR FOLLOW-ON ASSIGNMENTS TO MARINE CORPS UNITS. THE CG'S OF THESE BASES WILL BE SUPPORTED BY LOCAL PERSONNEL SUPPORT ACTIVITY DETACHMENTS (PSD) AND AUGMENTED, IF NECESSARY, BY ASSIGNED NAVY PERSONNEL MOBILIZATION TEAMS.

(4) CG MCB QUANTICO. BE PREPARED TO ACTIVATE THE MPC IN ORDER TO PROCESS PIM ORDERED TO ACTIVE DUTY AS IA'S TO VARIOUS STAFFS LOCATED IN AND AROUND THE WASHINGTON, DC AREA PER REF F. DC M&RA (MP) ANTICIPATES MINIMAL PROCESSING REQUIREMENTS AT THIS TIME.

D. COORDINATING INSTRUCTIONS

(1) NORMAL LOSSES FROM THE CAREER FORCE. MARINES PENDING MANDATORY RETIREMENT WILL NOT BE EXTENDED OR RETAINED ON ACTIVE DUTY AND WILL RETIRE AS SCHEDULED. ADDITIONALLY, MARINES PENDING INVOLUNTARY SEPARATIONS (ADMIN/DISCIPLINARY ACTION) WILL NOT BE EXTENDED.

(2) STOP LOSS, PER REF C, WILL NOT BE IMPLEMENTED IMMEDIATELY. FURTHER GUIDANCE WILL BE PROVIDED ONCE THE REQUIREMENT IS BETTER DEFINED.

(3) PERMANENT CHANGE OF STATION (PCS), TEMPORARY ADDITIONAL DUTY (TAD), SEPARATION (SEP) ORDERS.

(A) ACTIVE DUTY MARINES UNDER PCS ORDERS WILL EXECUTE THOSE ORDERS. IF REQUESTED BY THE COMMAND, DC M&RA (MM) WILL CONSIDER HOLDING IN ABEYANCE PCS ORDERS DETACHING INDIVIDUALS FROM DEPLOYING UNITS FOR OPERATIONAL CONSIDERATIONS. MARINES DEPLOYED OCONUS WHO ARE SEPARATING FROM ACTIVE SERVICE WILL BE RETURNED TO CONUS NO LATER THAN 30 DAYS PRIOR TO EAS FOR SEPARATION PROCESSING.

(B) PCS OR TAD ORDERS FOR ACTIVE DUTY MARINES TO PROFESSIONAL MILITARY EDUCATION (PME) AND ALL FORMAL MILITARY OCCUPATIONAL SPECIALTY (MOS) PRODUCING SCHOOLS, INCLUDING THOSE FOR A LATERAL MOVE AND CAREER PROGRESSION, WILL BE EXECUTED REGARDLESS OF EFFECTIVE DATE. READY RESERVE MARINES AND RETIREES ORDERED TO ACTIVE DUTY UNDER PARTIAL MOBILIZATION ORDERS WILL NOT BE ISSUED TAD OR PCS ORDERS TO ATTEND SUCH SCHOOLS.

(4) PROCEDURES FOR REQUESTING USN SUPPORT.

(A) DC M&RA (MP) WILL COORDINATE WITH CNO (N312) FOR CONCURRENT RECALL OF NAVY SELRES PROGRAM 9 PERSONNEL ASSIGNED TO ACTIVATED MARINE CORPS RESERVE UNITS OR DETACHMENTS PER REF F.

(B) USMC REQUESTS USN AUTHORIZE REMOTE GAIN OF NAVY SELRES PERSONNEL ASSIGNED ISO THE USMC VIA REMOTE PROCESSING BY THE NAVY PERSONNEL SUPPORT ACTIVITY DETACHMENT LOCATED ABOARD OR NEAR ULDUSTA OF THE USMC UNIT.

(C) TO ENSURE TIMELY ACTIVATION OF MARINE RESERVE PERSONNEL ASSIGNED TO NAVY RESERVE UNITS, REQUEST CNO (N3/5) ADVISE DC M&RA (MPP-60) OF NAVAL RESERVE UNITS IDENTIFIED FOR RECALL THAT HAVE MARINE CORPS RESERVE PERSONNEL ASSIGNED.

(5) BASED ON THE CURRENT OPERATIONAL SITUATION, DC M&RA (MP) ANTICIPATES REQUIREMENTS FOR INDIVIDUAL AUGMENTATION (IA). IDENTIFYING AND REQUESTING IA WILL BE PER REF H. ALL REQUESTS FOR IA OF AN IRR BY NAME AND IMA ACTIVATION WILL BE VIA MESSAGE TO DC M&RA (MPP-60) INFO DC PP&O AND DC M&RA (RA). MESSAGE REQUESTS SHOULD INCLUDE:

(A) NAME

(B) SSN/MOS

- (C) RANK
- (D) BILLET DESCRIPTIONS
- (E) T/O AND LNNR
- (F) RESERVE RUC
- (G) REPORTING INSTRUCTIONS
- (H) PERIOD OF DUTY (REPORT AND DETACHMENT DATE)
- (I) RUC AND MCC OF GAINING COMMAND
- (J) PLACE ENTERED TO ACTIVE DUTY (PLEAD)
- (K) DAILY COSTS OF QTRS, IF REQUIRED
- (L) MESSING AVAILABILITY
- (M) MODE OF TRAVEL (RENTAL CAR IS NOT AUTHORIZED)
- (N) SECURITY CLEARANCE
- (6) REQUEST FOR IA IN INSTANCES WHERE COMMAND DOES NOT HAVE

A BY NAME REQUEST WILL BE IAW REF H. COMMANDS WILL PROVIDE FOLLOWING INFO IN THEIR REQUEST FOR IA:

- (A) RANK
- (B) MOS
- (C) T/O, LNNR AND BILLET
- (D) COMPLETE JUSTIFICATION FOR REQUIREMENT
- (E) IMPACT IF REQUEST FOR IA IS NOT SOURCED
- (F) CERTIFICATION THAT REQUIREMENT CANNOT BE SOURCED

INTERNALLY.

(7) REF B PROVIDES FOR CONSIDERATION OF LENGTH AND NATURE OF PREVIOUS SERVICE WHEN CONSIDERING MEMBERS OF THE READY RESERVE FOR RECALL TO DUTY WITHOUT THEIR CONSENT. PERSONNEL WITH 16 OR MORE YEARS OF ACTIVE FEDERAL SERVICE WILL NOT NORMALLY BE CONSIDERED FOR INVOLUNTARY RECALL TO ACTIVE DUTY (OTHER THAN FOR TRAINING). DC M&RA MAY APPROVE EXCEPTIONS IN INSTANCES WHERE A MEMBER OF THE READY RESERVE POSSESSES SINGULARLY UNIQUE QUALIFICATIONS THAT CANNOT BE SOURCED FROM THE ACTIVE COMPONENT OR GOVERNMENT SERVICE.

(8) BE PREPARED TO CONDUCT RECEPTION AND FORCE INTEGRATION OF ACTIVATED USMCR UNITS OR DETACHMENTS.

(9) INVOLUNTARY UNIT ORDERS TO ACTIVE DUTY

(A) USMCR UNITS WILL ONLY BE ACTIVATED AS UNITS, DETS, OR SUBUNITS. PER REF B, INDIVIDUAL USMCR UNIT MEMBERS CANNOT BE INVOLUNTARILY ORDERED TO ACTIVE DUTY AS INDIVIDUALS. ONCE AUTHORIZED BY DC PP&O (PO) IN COORDINATION WITH DC M&RA (MPP-60), PARTIAL MOBILIZATION ORDERS WILL BE ISSUED. INITIAL ORDERS WILL BE FOR 12 MONTHS, UNLESS SOONER RELEASED, IAW DOD POLICY AND THE PROVISIONS OF 10 U.S.C. 12302. PERIOD OF DUTY MAY BE EXTENDED AN ADDITIONAL 12 MONTHS, PER REF B, DEPENDING ON OPERATIONAL SITUATION.

(B) MEMBERS OF ACTIVATED USMCR UNITS AND DETS WILL BE FURTHER ISSUED ORDERS BY THEIR PARENT COMMAND.

(10) INVOLUNTARY INDIVIDUAL ORDERS TO ACTIVE DUTY.

(A) REQUEST COMMANDERS CAREFULLY CONSIDER REQUIREMENTS FOR INDIVIDUAL MARINES TO BE ORDERED TO ACTIVE DUTY INVOLUNTARILY. TWELVE MONTHS OF ACTIVE DUTY WILL BE A CONSIDERABLE COMMITMENT AND A SOURCE OF CONSIDERABLE PERSONAL DISRUPTION FOR RESERVE MARINES, THEIR FAMILIES AND EMPLOYERS. WHILE RESERVE MARINES WILL RESPOND SELFLESSLY TO THE CALL, RESERVE AUGMENTATION IS A TWO-WAY COMMITMENT. WHERE REQUIREMENTS EXIST FOR AUGMENTATION OF LESS THAN 12 MONTHS DURATION, COMMANDERS SHOULD SPECIFY THE PRECISE REQUIREMENT. THIS HEADQUARTERS WILL ATTEMPT TO ACCOMMODATE MISSION REQUIREMENTS AND THE REQUIREMENTS OF OUR RESERVE MARINES IN THE SPIRIT OF MISSION FIRST, PEOPLE ALWAYS.

(B) AS DIRECTED BY DC M&RA (MPP-60), IMA(S) AND IRR(S) WILL BE ISSUED ORDERS BY CG, MCRSC FOR 12 MONTHS, UNLESS SOONER RELEASED,

IAW DOD POLICY AND THE PROVISIONS OF REF B. DEPENDING UPON THE SITUATION, INDIVIDUALS MAY BE RETAINED ON ACDU FOR UP TO 24 CONSECUTIVE MONTHS WITHOUT THEIR CONSENT PER REF B.

(C) NO MEMBER INVOLUNTARILY RECALLED SHALL SERVE ON ACTIVE DUTY IN EXCESS OF 24 MONTHS. TOTAL ACTIVE DUTY TIME INCLUDES TRAVEL AND USE OF ACCRUED LEAVE.

(11) PRE-DEPLOYMENT CONUS PROCESSING.

(A) ACTIVE COMPONENT/ACTIVE RESERVE. ACTIVE DUTY SUPPORT MEMBERS WILL BE ISSUED TAD ORDERS "IN EXCESS". ACTIVE COMPONENT MARINES OF 4TH MAW UNITS WILL BE ISSUED INDIVIDUAL TAD ORDERS TO ASSIGNED RESERVE COMPONENT UNITS.

(B) RESERVE COMPONENT UNITS AND DETACHMENTS

(1) MARINES IN RESERVE UNITS WILL REPORT TO THE HTC ON THEIR RECALL DATE.

(2) UNIT CO/OIC/I-I'S WILL ENSURE THAT ONLY USMCR PERSONNEL ACTIVATED WITH THE UNIT ARE IN THE USMCR RUC PRIOR TO ACTIVATION. THIS MAY REQUIRE THE TRANSFER OF RESERVISTS PRIOR TO ACTIVATION.

(3) UNIT CO/OIC/I&I WILL COMPLETE ADMIN, MEDICAL, AND DENTAL SCREENING AT THE HTC. GAINING COMMANDS WILL COMPLETE ANY REMAINING ADMIN, MEDICAL, OR DENTAL SCREENING, AS NEEDED, FOR GAINED USMCR UNITS AND DETACHMENTS.

(4) UNIT CO/OIC/I&I WILL ISSUE INDIVIDUAL ORDERS TO EACH MARINE AND PERFORM APPROPRIATE MCTFS ENTRIES.

(5) IMAS WILL REPORT DIRECTLY FROM PLACE FROM WHICH ORDERED TO ACTIVE DUTY TO PLACE OF DUTY AS DIRECTED BY THEIR OPERATIONAL SPONSOR.

(6) IRR MEMBERS WILL BE ORDERED TO REPORT FROM THEIR HOME OF RECORD (HOR) TO A MOBILIZATION PROCESSING CENTER (MPC). THE MPC WILL CONDUCT ALL MOBILIZATION PROCESSING. ONCE PROCESSING IS COMPLETE, THE MPC WILL DIRECT THE IRR TO REPORT TO PLACE OF DUTY AS DIRECTED BY THEIR ORDERS.

(12) RESERVE COMPONENT PERSONNEL ON CURRENT ADOS ORDERS, REGARDLESS OF SPECIFIC TYPE, WILL CONTINUE ON THOSE ORIGINAL ORDERS UNTIL SCHEDULED TERMINATION UNLESS OTHERWISE DIRECTED BY ORDER-WRITING AUTHORITY.

(13) DEPLOYMENT CRITERIA.

(A) PERSONNEL ASSIGNMENTS WILL CONTINUE PER REF I.

(B) EXTENSIONS. VOLUNTARY EXTENSIONS FOR OFFICERS ON INITIAL ACTIVE DUTY TOUR AND ENLISTED MARINES WILL BE AUTHORIZED FOR THE LENGTH OF DEPLOYMENT PLUS 30 DAYS FOR TRANSITION, EXCEPT AS NOTED BELOW. THE FOLLOWING CRITERIA APPLY:

(1) PERSONNEL MUST NOT BE PENDING MANDATORY OR INVOLUNTARY SEPARATION.

(2) EXTENSION DOES NOT CONFER CAREER STATUS. PERSONNEL SO EXTENDED MUST COMPETE FOR RETENTION DURING THIS EXTENSION.

(3) EXTENSIONS MUST NOT ALLOW OFFICERS/ENLISTED - MARINES TO BECOME ELIGIBLE FOR SEPARATION PAY. TO QUALIFY FOR INVOLUNTARY SEPARATION PAY, EACH MARINE MUST HAVE BEEN ON ACTIVE DUTY BEFORE 30 SEPTEMBER 1990, OR AFTER 29 NOVEMBER 1993, HAVE MORE THAN 6 YEARS OF ACTIVE SERVICE AND BE ON A SECOND OR SUBSEQUENT CONTRACT (TO INCLUDE PRIOR SERVICE WITH ANOTHER SERVICE).

(4) SPECIFIC EXPIRATION OF ACTIVE SERVICE (EAS) DATES WILL BE PROVIDED UPON RECEIPT OF DEPLOYMENT OR EXECUTE ORDERS.

(5) INTENT IS TO RELEASE EXTENDED MARINES FROM ACTIVE DUTY UPON REACHING THEIR ADJUSTED EAS. EXTENSIONS WILL BE

EVALUATED ON A CASE-BY-CASE BASIS. IF THE UNIT DOES NOT DEPLOY, EXTENSIONS WILL BE REVOKED AND INDIVIDUAL MARINES WILL BE SEPARATED WITHIN 30 DAYS OF REVOCATION. EARLY RETURN FROM DEPLOYMENT ALSO RESULTS IN SEPARATION WITHIN 30 DAYS.

(6) EXTENSION REQUESTS MUST BE APPROVED BY DC M&RA (MMOA/MMEA). MARINES PENDING VOLUNTARY RETIREMENT/TRANSFERS TO THE FMCR AND RESIGNATIONS, WHO ARE ASSIGNED TO DEPLOYING UNITS, MAY REQUEST MODIFICATION TO DC M&RA (MMSR). DC M&RA (MMSR/MMOA/MMEA) ENCOURAGES FAX OR E-MAIL EXTENSION REQUESTS AS THEY ARE IDENTIFIED, THEN FOLLOWED UP BY MESSAGE. MESSAGES SHOULD PROVIDE NAME, GRADE, SSN, AND CURRENT EAS FOR EACH INDIVIDUAL AND RECOMMENDATION FOR INITIAL AND SUBSEQUENT VOLUNTARY EXTENSIONS.

(7) SHORT-TERM EXTENSIONS (LESS THAN 90 DAYS) WILL NOT DELAY PCS REPLACEMENTS.

(14) COMBAT REPLACEMENT POOL (CRP) ASSIGNMENTS. DC M&RA (MP) CURRENTLY DOES NOT ANTICIPATE A REQUIREMENT TO ESTABLISH A CRP. THEREFORE, COMBAT REFRESHER TRAINING (CRT) IS NOT REQUIRED. IN THE EVENT A REQUIREMENT FOR CRP EMERGES, DC M&RA (MP) WILL PROVIDE GUIDANCE VIA SEPCOR FOR BOTH CRP AND CRT.

(15) CASUALTY REPORTING AT THE UNIT LEVEL.

(A) REF J IDENTIFIES UNIT RESPONSIBILITIES FOR PERSONNEL CASUALTY REPORTING (PCR) AND REPORTABLE CATEGORIES.

(B) THE HQMC (MRC) MARINE CORPS CASUALTY SECTION CAN BE REACHED AT 1-800-847-1597. AFTER NORMAL WORKING HOURS, CALL THE HQMC COMMAND CENTER AT COMM (703) 695-7366, DSN: 225-7366, TOLL FREE 1-866-476-2669, AND SPEAK TO THE MARINE CORPS CASUALTY DUTY OFFICER.

(16) SOLE SURVIVING SON/DAUGHTER. IF DEPLOYED TO A DESIGNATED COMBAT AREA, MARINES WITH SOLE SURVIVING SON/DAUGHTER STATUS MUST BE AFFORDED THE OPPORTUNITY TO WAIVE THEIR STATUS, PER REFS H AND K.

(17) PERSONAL AND FAMILY READINESS. MARINES (ACTIVE AND RESERVE) AND FAMILY MEMBERS WITH QUESTIONS REGARDING PERSONAL OR FAMILY SUPPORT, MAY CONTACT ONE OF THE PERSONAL SERVICE SUPPORT CENTERS LOCATED AT ANY MAJOR MARINE, ARMY, NAVY, OR AIR FORCE INSTALLATION, OR ANY HOME TRAINING CENTER.

(A) WEST OF THE MISSISSIPPI RIVER (PLUS WISCONSIN) CALL MCB CAMPEN, CA 1-800-845-2131 OR 1-800-253-1624.

(B) EAST OF THE MISSISSIPPI (LESS WISCONSIN) CALL MCB QUANTICO, VA AT 1-800-336-4663.

(18) COMMANDS RECEIVING INQUIRIES FROM RESERVES VOLUNTEERING FOR DUTY SHALL INFORM THE RESERVIST THEY MAY SUBMIT THEIR CONTACT INFORMATION VIA THE INTERNET AT WWW.MANPOWER.USMC.MIL OR BY CALLING 1-877-415-9275. DUE TO LARGE VOLUME OF CALLS RECEIVED/ANTICIPATED, ENCOURAGE VOLUNTEERS TO USE THE WEB SITE.

(19) ANTICIPATE DOD TASKING TO COLLECT CIVILIAN EMPLOYER INFORMATION (EMPLOYER NAME, ADDRESS, SUPERVISOR, PHONE) ON MOBILIZED USMCR UNIT MEMBERS AND MOBILIZED INDIVIDUALS OF THE READY RESERVE. GUIDANCE TO BE PUBLISHED VIA SEPCOR.

(20) ADVANCE OF PAY AND ALLOWANCES SHOULD BE LIMITED TO THE MINIMUM AMOUNT NEEDED FOR THE MEMBER TO TAKE CARE OF EXPENSES ASSOCIATED WITH THE CALL-UP. THE ADVANCE PAY MAY NOT EXCEED ONE MONTH'S PAY AND ALLOWANCES, EXCEPT IN EXTREME HARDSHIP CASES AS EVIDENCED IN WRITTEN COMMAND JUSTIFICATION, AN ADVANCE OF UP TO TWO ADDITIONAL MONTHS OF PAY AND ALLOWANCES MAY BE AUTHORIZED. THE ADVANCE PAYMENT SHALL BE MADE TO THE MEMBER'S FINANCIAL INSTITUTION BY EFT OR MAILED FROM DEFENSE FINANCE AND ACCOUNTING SERVICE TO A MEMBER'S DESIGNATED ADDRESS. ADVANCE PAY MUST BE REPAID AT THE RATE

OF ONE-THIRD THE AMOUNT ADVANCED EACH MONTH FOR 3 MONTHS, OR AT THE RATE NEEDED TO REPAY THE ADVANCE BY THE SCHEDULED TERMINATION DATE OF THE ORDERS, WHICHEVER IS EARLIER.

4. ADMINISTRATION AND LOGISTICS

A. MCTFS REPORTING.

(1) COMMANDING OFFICERS WILL ENSURE ACCURATE AND TIMELY REPORTING INTO MCTFS PER REF L.

(2) SPECIAL ATTENTION SHOULD BE DIRECTED TO THE REPORTING OF DUTY LIMITATION CODES, INDIVIDUAL LOCATION CODES, RATIONS (BAS/COMRATS/TADRATS), AND CRISIS CODES.

(3) RESERVE UNITS, DETACHMENTS OR SUBUNITS THAT ARE NOT ADMINISTRATIVELY SELF-SUFFICIENT WILL BE ASSIGNED AN MCC FOR UNIT TRACKING PURPOSES. THE MCC WILL BE LOADED TO THE MCTFS TABLE OF THE ACTIVE DUTY RUC DESIGNATED TO INITIALLY JOIN THESE MARINES. IT IS ANTICIPATED THAT THIS WILL BE AN I-I STAFF RUC.

(4) IF THE UNIT IS ACTIVATED BY USMCR RUC, IT WILL BE NECESSARY TO JOIN ALL ASSIGNED USMCR MARINES TO THAT RUC AS RESERVISTS PRIOR TO ACTIVATION. IT WILL ALSO BE NECESSARY TO TRANSFER ALL USMCR MARINES NOT BEING ACTIVATED OUT OF THAT RUC PRIOR TO ACTIVATION. THESE JOINS AND TRANSFERS WILL BE MADE PRIOR TO ACTIVATION. ONCE THE ACTIVATION IS COMPLETED IT WILL BE NECESSARY TO REPORT AN INITIAL JOIN ON ALL MEMBERS OF THE RUC THAT REPORTED FOR ACTIVE DUTY. DO NOT REPORT AN INITIAL JOIN ON MARINES WHO FAIL TO REPORT.

(5) THE GAINING FORCE COMMANDER (GFC) WILL JOIN APPROPRIATE RUC OR MCC TO THE GFC FORCE STRUCTURE AND ASSUME ADMIN RESPONSIBILITIES OF GAINED MARINES.

(6) IRR AND IMA MARINES WILL BE TRANSFERRED TO ACTIVE DUTY BY THE CG MCRSC.

B. ENTITLEMENTS. PER REF M, THE FOLLOWING ADMINISTRATIVE INSTRUCTIONS ARE PROVIDED:

(1) RESERVE MARINES SERVING ON ACTIVE DUTY ARE ENTITLED TO BAH FROM THE DAY THEY COMMENCE ACTIVE DUTY REGARDLESS OF THE DURATION OF ORDERS.

(2) PER REF M, MARINES ORDERED TO ACTIVE DUTY AWAY FROM THEIR RESIDENCE IN EXCESS OF 139 DAYS WILL BE ISSUED EITHER PCS OR TAD "IN EXCESS" ORDERS.

(3) NON-TEMP STORAGE OF HOUSEHOLD GOODS IS AUTHORIZED FOR MARINES WHO MEET REQUIREMENTS OUTLINED IN REF M, CHAPTER 5; AND REF N.

(4) ACCRUED LEAVE SHALL BE ADMINISTERED PER REFS O AND P.

C. FUNDING.

(1) ALL COSTS FOR PER DIEM AND TRAVEL ASSOCIATED WITH THE ACTIVATION/DEACTIVATION OF RETIREES AND INDIVIDUAL MEMBERS OF THE RESERVE COMPONENT WILL BE FUNDED FOR THE DURATION OF ACTIVE DUTY THROUGH DC P&R IN COORDINATION WITH DC M&RA (MB). ONCE THE ACTIVATED INDIVIDUAL HAS BEEN JOINED, ANY ADDITIONAL TRAVEL/PER DIEM COSTS ARISING FROM TRAVEL DIRECTED BY THE GAINING COMMAND WILL BE FUNDED BY THAT COMMAND. NO PERMISSIVE TAD (PTAD) NOR TAD OUTSIDE SCOPE OF THE CONTINGENCY IS AUTHORIZED WHILE ON PARTIAL MOBILIZATION ORDERS.

(2) PAY AND ALLOWANCES WILL BE FUNDED FROM MILITARY PERSONNEL MARINE CORPS (MPMC) APPROPRIATION.

(3) THE NAVMC 11060 (SEPARATION/TRAVEL PAY CERTIFICATE) GENERATES AN INDIVIDUAL'S FINAL SETTLEMENT. INDIVIDUALS MUST COORDINATE WITH LOCAL SUPPORTING ADMIN OFFICE IN SUFFICIENT TIME PRIOR TO THE LAST DAY OF ACTIVE DUTY.

D. PER REFS F, COMMANDS WILL ISSUE DD214 (CERTIFICATE OF

RELEASE OR DISCHARGE FROM ACTIVE DUTY) TO RESERVE MARINE UPON RELEASE FROM ACTIVE DUTY REGARDLESS OF THE PERIOD OF SERVICE. THIS DOCUMENT VERIFIES THAT THE INDIVIDUAL WAS ON ACTIVE DUTY FOR THE PERIOD SERVED.

E. PER REF Q, COMMANDS WILL COMPLETE NAVMC 10835A (USMC FITNESS REPORT) ON SERGEANTS AND ABOVE PRIOR TO BEING RELEASED FROM ACTIVE DUTY.

F. PER REF I, COMMANDS WILL SUBMIT PROFICIENCY/CONDUCT MARKS AND POST INTO MCTFS VIA UNIT DIARY ON CORPORALS AND BELOW PRIOR TO RELEASE FROM ACTIVE DUTY.

G. COMMANDS WILL ENSURE THAT ANY TRAINING PERFORMED BY INDIVIDUALS WHILE ON ACTIVE DUTY IS UPDATED IN MCTFS VIA UNIT DIARY. THIS INCLUDES, BUT IS NOT LIMITED TO, LATEST PHYSICAL FITNESS TEST, HIV TEST, DLPT SCORES, COLLEGE COURSES, COMPLETED MCI COURSES, AND AWARDS.

H. COMMANDS WILL ENSURE SEPARATION PHYSICALS ARE CONDUCTED FOR INDIVIDUALS WHO HAVE SERVED ON ACTIVE DUTY FOR 90 CONSECUTIVE DAYS OR MORE PRIOR TO RELEASE FROM ACTIVE DUTY.

I. I&I STAFF. PER REF F, THOSE I&I STAFF MEMBERS NOT INTEGRATED INTO USMCR UNITS WILL REMAIN AT THE HTC UNTIL AN ASSIGNMENT DECISION IS MADE BY DC M&RA (MMOA/MMEA/RA).

5. COMMAND AND SIGNAL

A. DC M&RA (MPP-60) MOBILIZATION POLICY/PROCEDURES
COMM (703) 784-9358/9359/9360 OR DSN 278-9358/9359/9360.

B. DC M&RA (MPP-60) STATUS OF INDIVIDUAL REQUIREMENTS
COMM (703) 784-9358/9359/9360 OR DSN 278-9358/9359/9360.

C. DC M&RA (MPP-60) NAVY SELRES PROGRAM NINE
COMM (703) 784-9358/9359/9360 OR DSN 278-9358/9359/9360.

D. DC CD&I (MIF) MCTFS REPORTING
COMM (703) 784-9043/9044 OR DSN 278-9043.

E. DC M&RA (MPO-40) ENTITLEMENTS POLICY
COMM (703) 784-9387 OR DSN 278-9387.

F. DC PP&O (POC) UNIT REQUIREMENTS
COMM (703) 614-2151 OR DSN 224-2151.

G. HQMC (MRC) CASUALTY REPORTING
COMM (703) 784-9512, 1-800-847-1597, OR DSN 278-9512.
FAX (703) 784-9823 OR DSN 278-9823.

H. DC, PP&O (P&R) FUNDING
COMM (703) 614-8244, OR DSN 224-8244.

I. DC, (MRM) PERSONAL READINESS
(703) 784-9592 OR DSN 278-9592.

J. DC, M&RA (CMT) CAREER MANAGEMENT TEAM
1-877-415-9275/WWW.MANPOWER.USMC.MIL//

BT

6. USMC TF Personnel JS (J-1) Status Report

1. Purpose. Per reference (ck), once directed by the CJCS to commence reporting, or automatically upon declaration of a Presidential Reserve Call-up (PRC), partial mobilization, or full mobilization then DC M&RA (MP) submits the below report to the JS (J-1) as directed.

MOBREP
JOINT ENDEAVOR
USAF/DPXC, Lt Col SMITH, (XXX) XXX-XXXX
011801Z OCT 98 to 021801Z OCT 98/001

Mobilization Allocation		Current Status	
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CATEGORY	PREMOB STRENGTH	NOTIFIED	INVOL RPT AD	ULTDEST	DEMOB
RES UNIT PER					
GUARD UNIT PER					
IMA					
TRAINING PIPELINE					
IRR					
DEP					
ING					
STANDBY RES					
RES FORCE RET					
ACT FORCE RET					
ROTC					

CATEGORY	NUMBER
PREMOB AC STRENGTH	
AGR. TAR. AR. STAT TOUR	
SERVICE ACADEMY	
POSTMOB VOL AC ACCESSIONS	
INDUCTEES	
POST MOB LOSSES	
TOTAL ACTIVE DUTY	

STOP LOSS OFFICERS	
STOP LOSS ENLISTED	

2. Double click on the icon below to view UNCLASSIFIED report submitted to the JS (J-1) by DC M&RA (MMFA).

PERSTAT Report

7. COMMARFORCOM Report for Planning

1. Purpose. To provide an example of COMMARFORCOM Report for Planning Message (RFP) that requests COMMARFORRES to direct USMCR unit commanders to report to their future gaining commander and authorizes Direct Liaison (DIRLAUTH) as appropriate. This message is usually classified as Secret when issued.

2. Message Example: COMMARFORCOM Report for planning message (RFP)

PRIORITY ROUTINE
P R DDHHMMZ MMM YY
FM COMMARFORCOM//G3/5/7/G4/G1/G2/G6/SJA/ALD/HSS/COMPT//
TO COMMARFORRES//G3/G5/G4/ALD//
CG II MEF//G3/G5/G4//
INFO CMC WASHINGTON DC//PP&O/PLU/POC/L/LP/LPO//
CNO WASHINGTON DC//N3/N4/N931/N095//
CDR USJFCOM NORFOLK VA//CAT/J3/J33/J4//
CDR USCENCOM MACDILL AFB FL//CCJ3/CCJ4//
CDR USPACOM HONOLULU HI//CAT/J3/J33/J4//
CDR USEUCOM VAIHINGEN GE//CAT/J3/J33/J4//
HQ USNORTHCOM//J3/J4//
CDR USTRANSCOM SCOTT AFB IL//TCJ3-J4/TCJ3OD//
COMFLTFORCOM NORFOLK VA//N3/N4/N5//
COMPACFLT PEARL HARBOR HI//N3/N4/N5//
COMUSNAVEUR LONDON UK//N3/N4/N5/N3M//
COMUSMARCENT//G3/G5/G4//
COMMARFORPAC//G3/G5/G4//
COMMARFOREUR//G3/G4/G5//
COMUSNAVCENT//N3/N3M//
CG MCCDC QUANTICO VA//G1/G3/G4/G5/COMPT//
COMMARCORBASESLANT//G3/5/7/G4/G1/COMPT//
COMMARCORBASESPAC//G3/5/7/G4/G1/G8//
CG I MEF//G3/G5/G4//
CG III MEF//G3/G5/G4//
~
CG TECOM QUANTICO VA//G3/G4/G5//
OTHER COMMANDS AS REQUIRED
BT
[MESSAGE CLASSIFICATION] //N03000//

MSGID/GENADMIN/COMMARFORCOM/APR//

SUBJ/REPORT FOR PLANNING ISO [OPERATION NAME] AND /PRE-DEPLOYMENT PREP
GUIDANCE (X)//

REF/A/MSG/[AS REQUIRED]

NARR/(X) REF A IS ...

POC/XXXX/XXXX/COMMARFORCOM/G3/5/TEL: DSN 836-XXXX/
/COML: 757-836-XXXX/E-MAIL: XXXXX@MARFORCOM.USMC.MIL/
/SIPRNET:

NARR/(X) TASK ORGANIZATION. REFLECTS CURRENT ESTAB LEVEL OF DETAIL FOR
GAINED/GAINING USMC CMD RELATIONS FOR FORCES ANTICIPATED TO BE PROVIDED BY

CDRUSXXXXXX AND CDRUSJFCOM TO CDRUSXXXXXX AND EXER OPCON THROUGH
COMMARFORXXX/CG X MEF.

BELOW FMFM 3-1 EXAMPLE SHOWS WHERE USMCR UNITS FIT INTO THE TASK ORGANIZATION
OF THE GAINING COMMANDER FORCE STRUCTURE AND THE SIZE OF THE UNIT SUCH AS A
FULL UNIT OR DETACHMENT.

/(X) HEADING/TASK ORGANIZATION (OPERATION NAME)

/UNITDES

/CG/CO/OIC

/X MEF

/CG, X MEF

/ X MEF HQ GROUP

/CO, X MHG

/ XX FORCE RECON CO (-)

/CO, XX FORCE RECON

/ PLT, 3D FORCE RECON CO, 4TH MARDIV

/PLT COMDR

/ XX INTEL BN (-) (REIN), II MEF

/CO, XX INTEL BN

/ DET, P&A, HQ BN, COMMARFORRES

/OIC, DET

/ DET, CI/HUMINT, HQ BN, COMMARFORRES

/OIC, DET

/ DET, CI/HUMINT, XX INTEL BN

/OIC, DET

/ XX RADIO BN (-), II MEF

/CO, XX RADIO BN

/ DET, 6TH COMM BN (-), 4TH MLG

/OIC, DET

/ 4TH CIVIL AFFAIRS GP (REIN), COMMARFORRES

/CO, CA BN

/

/ XXX MARDIV (-) (REIN)

/CG, XXX MARDIV

/ HQ BN (-) (REIN)

/CO, HQ BN

/ H&S CO (-)

/CO, H&S CO

/ DET, HQ BN, 4TH MARDIV (IA)

/OIC, DET

/ TRUCK CO (-), HQ BN, 4TH MARDIV

/CO, TRK CO

/ DET, TRUCK CO, HQ BN, XX MARDIV

/OIC, DET

/ H&S PLT (-), TRUCK CO, 4TH MARDIV

/PLT COMDR

/ COMM CO (-) (REIN)

/CO, COMM CO

/ DET, COMM CO, HQ BN, 4TH MARDIV

/OIC, DET

~

/ RCT-X (XX MAR (-) (REIN))

/CO, RCT

/

/ 2D BN (REIN), 24TH MAR, 4TH MARDIV

/CO, 2D BN

/ H&S CO (REIN)

/CO, H&S CO

/ TACTICAL CA TM, 4TH CAG, COMMARFORRES

/OIC, TM

/ DET, COMM CO, HQ BN, 4TH MARDIV

/OIC, DET

/ CO E

/CO, CO E

/ CO F

/CO, CO F

/ CO G

/CO, CO G

/ WPNS CO

/CO, WPNS CO

/ DET, TRUCK CO, HQ BN, 4TH MARDIV (TWO PLT)/DET, OIC

/

/ XX MARINE ACFT WING (-) (REIN)

/CG, X MAW

/ MWHS-X (-)

/CO, WMHS-X

/ DET, 4TH MAW (FWD WEST)

/OIC, DET

/ ACE CELL MAG-42, 4TH MAW

/OIC, XXX CELL

/ ACE CELL MAG-46, 4TH MAW

/OIC, XXX CELL

/ 4TH MAW HQ CELL

/OIC, XXXX CELL

/ MAG-XX (-) (REIN)

/CO, MAG-XX

/ DET, MAG-41, 4TH MAW

/OIC, DET

/ DET, MAG-49, 4TH MAW

/OIC, DET

/ HMLA-XXX, MAG-XX, XX MAW

/CO, HMLA-XXX

/

/ HMM-774, MAG-42, 4TH MAW

/CO, HMM-774

/ VMGR-452 (-) (X ACFT), MAG-41, 4TH MAW

/CO, VMGR-452

/	MALS-XX (-) (REIN)	/CO, MALS-XX
/	DET, MALS-41, MAG-41, 4TH MAW	/OIC, DET
/	XXX FORCE SVC SPT GROUP (-) (REIN)	/CG, XXX MLG
/	H&S BN (-) (REIN)	/CO, H&S BN
/	HQ CO (-)	/CO, HQ CO
/	DET, 4TH MLG FWD (WEST)	/OIC, DET
	~	
/	DET, 6TH COMM BN, 4TH MLG	/OIC, DET
/	CSSG-XX (-) (REIN)	/CO, CSSG-XX
/	H&S CO (-)	/CO, H&S CO
	~	
/	LS PLT, CO A, 4TH LSB, 4TH MLG	/PLT COMDR
/	CSSB-X	/CO, CSSB-1
/	H&S CO (-) (REIN)	/CO, H&S CO
	~	
/	DET, 6TH COMM BN, 4TH MLG	/OIC, DET
/	CSSC-XXX (-) (REIN)	/CO, CSSC
/	DET, AMMO CO, CSSB-XX, CSSG-XX	/OIC, DET
/	DET, AMMO CO, XX SUP BN, XX MLG	/OIC, DET
/	DET, MT MAINT CO, 4TH MAINT BN	/OIC, DET
/	DET, ENG MAINT CO, 4TH MAINT BN	/OIC, DET
/	DET, ORD MAINT CO, 2D MAINT BN	/OIC, DET
/	DET, GS MAINT CO, 4TH MAINT BN	/OIC, DET

RMKS/1. (U) PURPOSE. THIS MSG DIR CG II MEF AND REQUESTS COMMARFORRES TO ACCOMP THE FOL

1.A. (X) ESTAB PLANNING RELATIONSHIPS THAT SPT COMUSMARXXXXX AND CG X MEF CONCEPTS OF DEPLM/EMPLM FOR [OPERATION NAME], IOT CONTINUE PLANNING EFFORTS ISO CDRUSXXXXXXXXX OP REQ.

1.B. (U) COMMENCE PRE-DEPLM PREP CONCERNING FORCES RPTING FOR [OPERATION NAME] DEPLM/EMPLM PLANNING.

1.C SOURCE UNITS IDENTIFIED IN TASK ORG ABOVE AND PROVIDE ASSOCIATED TPFDD TO "LEVEL IV" DETAIL IN PID XXXID.

2. (U) BACKGROUND

2.A. (X) CURRENT COMARFORXXXXX PLANNING ISO CDRUSXXXXXXXXX [OPERATION NAME] BASED ON INITIAL REQ FOR USMC TO ... COMARFORXXXXX AND CG X MEF CONTINUE TO REFINE PLANS AND TPFDD ISO CDRUSXXXXXXXXX REQ.

2.B. (X) REF X PROV FURTHER [OPERATION NAME] PLANNING GUIDANCE AND TASK ORG, W/REQUEST FOR COMMARFORCOM TO ESTAB PLANNING RELATIONSHIPS IOT CONTINUE PLANNING PROCESS ISO CDRUSXXXXXXXXX.

2.C. (X) PLANNING RELATIONSHIPS ESTAB BY THIS MSG DO NOT CONSTITUTE AUTH TO DEPLOY OR TRANSFER FORCES. ANTICIPATE FURTHER MODS TO TASK ORG ISO CDRUSXXXXXXXXX OP REQ AND UPON CDRUSJFCOM DIR, COMMARFORCOM REL DEPORD.

3. (U) ASSUMPTIONS. SEE REFS X AND X.

4. (X) TASKS. REF G DIR COMMARFORCOM TO BPT SOURCE UNFILLED REQ ID BY CDRUSXXXXX FOR A [SPECIFIED MARINE FORCE]. ANTICIPATE CDRUSJFCOM APPR TO SOURCE [OPERATION NAME] REQ ID BY CDRUSXXXXX W/ASSIGNED USMC ACTIVE AND RESERVE FORCES.

4.A. (U) FOR CG II MEF

4.A.1. (X) PROV ADEQUATE REPRESENTATION AT CONFER SPTING [OPERATION NAME].

4.A.1.A. (U) DETAILED REQ DEV AND ENTRY OF FORCE SOURCING DATA IN SPTING TPFDD.

~

4.A.6. (X) BPT TO PROVIDE DS TO COMMARFORRES FOR ANY USMCR FORCES TRANSITING TO XXXXXXXXXX AOR VIA EAST COAST BASES/STATIONS.

4.B. (U) COMMARFORRES. REQUEST

4.B.1. (U) PROVIDE ADEQUATE REPRESENTATION AT CONFER SPTING PLANNING EFFORT TO EFFECT REQ DEV AND INITIAL SOURCING OF USMC FORCE REQ, UNABLE TO BE FILLED BY CDRUSJFCOM-ASSIGNED ACTIVE USMC FORCES, AND ARE TO BE FILLED BY CDRUSJFCOM-ASSIGNED USMCR FORCES.

4.B.2. (U) BPT ID EXCESS EQUIP TO FILL UNSOURCED REQ OF OTHER FORCES.

4.B.3. (U) ID ANY UNSOURCED REQ FOR RECONCILIATION BY THE COMDR TO WHOM THE FORCE RPTS FOR PLANNING.

4.B.4. (U) PROV "REACH-BACK" SPT TO CONFER PARTICIPANTS BY MAINTAINING CAPABILITY TO RESPOND TO SOURCING CHALLENGES REQ UNIT COMDR INPUT.

4.B.5. (U) DIR COMDRS OF UNITS ID TO SOURCE THESE FORCE REQ, TO RPT TO OP COMDR WHO IS TO EMPLOY FORCE, FOR DEPLM AND EMPLM PLANNING, NLT [DATE].
(SEE TASK ORG)

4.B.6. (U) UPDATE SOURCING INFORMATION TO ACCURATELY REFLECT UNIT DEPLM LIST (UDL) DATA.

4.B.7. (U) FOR FORCES FALLING IN ON INPLACE EQUIP. DIR DEPLOYING UNIT COMDRS TO COORD W/COMDR TO WHOM THE FORCE RPTED FOR PLANNING TO ID WHAT PORTION OF THE FORCE REQ IS TO BE SOURCED FM INPLACE EQUIP, AND WHAT PART IS TO BE SOURCED FM "ON-HAND" UNIT EQUIP.

4.B.8. (U) DIR DEPLOYING UNIT COMDR TO PARTICIPATE IN [OPERATION NAME] EXERCISES SPTING PLANNING EFFORT THAT ENHANCE ABILITIES OF FORCES SOURCING RESPECTIVE PLAN REQ.

5. (U) OTHER PLANNING GUIDANCE

5.A. (U) RECOGNIZING THE CHALLENGE PRESENTED BY THIS TIME-CONSTRAINED PLANNING EFFORT, PARTICIPATION BASED ON NON-INTERFERENCE W/CURRENTLY TEEPED EVENTS. HOWEVER, THIS HAS PLANNING PRIORITY OVER PREVIOUSLY TEEPED JOINT/UNIT TRNG, UNLESS DIR OTHERWISE BY CDRUSJFCOM.

5.B. (U) NO CHANGES TO CDRUSJFCOM-ASSIGNED USMC/USMCR FORCES USED TO SOURCE CDRUSXXX [OPERATION NAME] FORCE REQ (ID IN TASK ORG) ARE AUTH WITHOUT APPROVAL OF COMMARFORCOM.

5.C. (U) ACTIONS RELATED TO OPCON PLUS AND GFC RESP TO BE PROMULGATED IN COMMARFORCOM DEPORD SPTING [OPERATION NAME] FORCE DEPLM.

5.C.1. (U) PERS ACTIONS AND EFFORTS RELATED TO OPCON PLUS.

REQUEST COMMARFORRES AND CG II MEF ENSURE FOL ACTIONS ARE COMMENCED

5.C.1.A. (U) VERIFY DEPL PERS POSSESS ACTIVE DUTY ID CARDS.

5.C.1.B. (U) VERIFY DEPL PERS SRB/OQR CONTAIN CURRENT RECORD OF EMERGENCY DATA, BIR/BTR, AND SGLI. ENTRIES TO BE RUN IN MCTFS PRIOR TO TRANSFER.

5.C.1.C. (U) DEPL FORCES TO COMPLETE ALL PERS ADMIN, LEGAL, SCREENING, AND PROCESSING TASKS (INCL STORAGE OF HOUSEHOLD GOODS/POVS) PRIOR TO TRANSFER.

5.C.1.D. (U) VERIFY DEPL PERS DEERS DATA IS CURRENT.

5.C.1.E. (U) FORCES TO DEPL W/UPDATED SERVICE AND MEDICAL/DENTAL RECORDS.

5.C.1.F. (U) VERIFY DEPL PERS POSSESS ENOUGH TIME ON CONTRACT TO FULFILL DEPLM.

5.C.2. (U) POVS. AT DISCRETION OF COMMARCORBASESXXX, CG II MEF, GFC, AND TRANSFERRING UNIT COMDRS, USMCR UNIT PERS ANTICIPATED TO TRANSFER ARE AUTH POVS WHILE ABD COMMARCORBASESLANT AND COMMARCORBASESPAC INSTALLATIONS. CG II MEF TO COORD W/CG MCB CAMLEJ AND COMCABEAST TO ENSURE COMPLIANCE BY DEPL PERS W/APPLICABLE BASE POV/TRAFFIC REGS AND LOCATE APPROP PARKING.

5.C.3. (U) MOVEMENT CONTROL. REQ COMMARFORRES BPT COORD MVMT CONTROL AND RPTING W/COMMARFORPAC, COMMARFORCOM AND CG I MEF.

5.C.4. (U) FACILITIES/GARRISON SPT. CG II MEF COORD W/COMCABEAST AND COMMARFORRES FOR FACILITIES, BILLETING, GME, MESSING AND OTHER GARRISON SPT OF USMCR FORCES, AS REQUIRED.

5.D. UNIT AND INDIV EQUIP

5.D.1. (U) CG II MEF

~

5.D.1.E. (U) BPT SUBMIT UNS, PER REF X, FOR EQUIP SHORTFALLS WHERE APPLICABLE VIA OP CHAIN.

5.D.2. (U) COMMARFORRES. REQUEST

5.D.2.A. (U) DIR DEPL UNIT CMDRS TO SOURCE AS MUCH OF A/A TO INCL SAPI, AND CBE TO EXTENT POSSIBLE, AND ID ANY UNSOURCED A/A RQMTS TO COMMARFORCOM FOR FURTHER SOURCING ACTIONS.

5.D.2.B. (U) ENSURE TRANSFERRING UNIT PERS, INCL USNR MED PERS, POSSESS ICCE.

5.D.2.C. (U) ENSURE FORCES PLAN TO CONDUCT ALL UNITS MOVEMENTS W/INDIV WPNS.

5.D.1.D. (U) BPT SUBMIT UNS, PER REF X, FOR EQUIP SHORTFALLS WHERE APPLICABLE VIA OP CHAIN.

5.E. (U) FUNDING. CAPTURE, RECORD, AND RPT ALL COSTS ASSOC W/DEPLM AND RPT TO THE COMPTROLLER VIA THE CHAIN OF CMD. OBLIGATIONS TO BE TRACKED USING THE APPROP SIC AND RPTED ON THE MONTHLY CONOPS RPT.

5.E.1. (U) COMMARFORRES. REQUEST BPT CAPTURE, RECORD, AND RPT UNIT TRANS COSTS AND SVC MEMBER ENTITLEMENT COSTS TO COMMARFORCOM VIA CONTINGENCY OP COST RPT.

5.E.2. (U) CG II MEF. BPT CAPTURE, RECORD AND REPORT ALL OP COSTS TO COMMARFORCOM VIA CONTINGENCY OP COST RPT.

5.E.3. (U) ANTICIPATE RPTS DUE TO COMMARFORCOM ON X AND X OF EACH MONTH.

5.F. (U) MEDICAL. REQUEST COMMARFORRES AND CG II MEF COMMENCE PREP FOR DEPL [NAMED OPERATION] PERS (INCLUSIVE OF MEDICAL AUGMENTATION PROGRAM (MAP)) TO POSSESS

5.F.1. (U) UP-TO-DATE IMMUNIZATIONS TO INCLUDE: [TBD BY OPERATION]

5.F.2. (U) CURRENT AUDIOGRAM, PPD, G6PD, HIV, AND SICKLE CELL TRAIT TEST RESULTS ON FILE IN MEDICAL RECORD.

5.F.3. (U) DNA SPECIMEN OBTAINED PRIOR TO TRANSFER.

5.F.4. (U) CURRENT PHYSICAL OR ANNUAL CERTIFICATION (NAVMED 6320/15) OR DOCUMENTATION OF EXCEPTION FOR LIMDU MBRS) ON FILE.

5.F.5. (U) PRESCRIPTION EYEGLASSES (2PR), MED WARNING TAG AND GAS MASK INSERTS (1PR) AS REQR FOR DEPL PERS.

5.F.6. (U) BPT COMPLY W/CJCS MEMO (DTD 4 DEC 98) ON DEPLM HEALTH SURVEILLANCE AND READINESS.

5.G. (U) READINESS RPTING

5.H. (U) AVIATION LOG. TO BE ADDRESSED VIA SEPCOR.//
DECLAS/XX//

MESSAGE EXAMPLE

8. COMMARFORCOM Request to Activate USMCR Units

1. Purpose. To provide an example of a COMMARFORCOM message requesting DC PP&O (PO) to activate USMCR units. This message will normally be classified Secret.

2. Sample: COMMARFORCOM message requesting DC PP&O (PO) to activate USMCR units.

[MESSAGE CLASSIFICATION] //N03000//

OPER/OPERATION XXXX (XXX) //

MSGID/GENADMIN/COMMARFORCOM//-/MMM//

SUBJ/REQUEST ACTIVATION OF USMCR UNITS ISO [NAMED OPERATION] (U) //

REF/A/[AS APPROPRIATE]

NARR/(U) REF A IS ... //

POC/XXXX/LTCOL/COMMARFORCOM/G3/5/7/TEL: DSN 836-0738
/COML (757)/836-0738/E-MAIL: XXXX@MARFORCOM.USMC.MIL/
/SIPRNET: XXX@MARFORCOM.USMC.SMIL.MIL//
POC/XXX/LTCOL/COMMARFORCOM/G3/5/7/TEL: DSN 836-0740/
/COML: 757-836-0740/E-MAIL: XXX@MARFORCOM.USMC.MIL/
/SIPRNET: XXX@MARFORCOM.USMC.SMIL.MIL//

NARR/(X) THIS IS A REQUEST FOR ACTIVATION OF USMCR FORCES
ISO OPS IN [APPROPRIATE COMBATANT COMMANDER] AOR.//

RMKS/1. (U) IN ANTICIPATION OF SECDEF APPROVAL AND CDRUSJFCOM
DIRECTION TO DEPLOY AND TRANSFER CDRUSJFCOM-ASSIGNED USMCR FORCES,
COMMARFORCOM REQUESTS ESTABLISHMENT AND ACTIVATION OF
USMCR DETS/UNITS LISTED BELOW, TO BE GAINED BY EMPLOYING FORCE COMDRS
INDICATED IN REFS A (other references as required).

2. (X) FOR CMC. REQUEST DIR MOBILIZATION AND ACTIVATION OF USMCR
DETS/UNITS ISO [APPROPRIATE COMBATANT COMMANDER] OP REQR. IN ANTICIPATION OF
DIRECTION BY CDRUSJFCOM, ALL ACTIVATED UNITS TO REPORT TO CG X MEF
SUBORDINATE EMPLOYING FORCE COMDRS FOR RSO, EMPLM, AT/FP AND REDEPLM
PLANNING, PER REF B, AND OPCON FOR EXECUTION UPON ARR IN SUPPORTED
COMMANDER'S AOR.

2.A. (X) MISSION DESCRIPTION. UNITS TO AUGMENT/REINFORCE COMDRS
WHO ARE TO EMPLOY THEM IOT PROVIDE COMBAT/COMBAT SUPPORT/COMBAT
SERVICE SUPPORT CAPABILITY IN [APPROPRIATE COMBATANT COMMANDER] AOR.
SPECIFIC MSN TASKS AS DIR BY CG, X MEF SUBORDINATE EMPLOYING FORCE COMDRS.

2.B. (U) FORCE DESCRIPTION. AUGMENT/REIN RESPECTIVE EMPLOYING FORCE
COMDR, AS INDICATED, WITH REQR CAPABILITY CONSISTING OF FORCE REQR
ID IN REFS A, B, AND CDRUSCENTCOM JOPE PID XXXXX. RECOMMENDED
ACTIVATION/EXTENSION DATES AS FOL (READ IN THREE COLUMNS-UNIT/APPROX
PAX/RECOMMENDED ACTIVATION/BEGINNING EXTENSION DATE).

2.B.1. (U) FORCE UNITS

2.B.1.A. (U) DET, CI/HUMINIT CO (-)/30/DD MMM YY

2.B.1.B. (U) 3D CAG(-)/100/DD MMM YY
2.B.1.C. (U) OTHER UNITS AS REQUIRED

2.B.2. (U) 4TH MARDIV
2.B.2.A. (U) DET, 4TH MARDIV/32/DD MMM YY
2.B.2.B (U) DET, COMM CO, HQBN/40/DD MMM YY
2.B.2.C. (U) OTHER UNITS AS REQUIRED

2.B.3. (U) 4TH MAW
2.B.3.A. (U) DET, 4TH MAW (FWD WEST)30/DD MMM YY
2.B.3.B. (U) DET, MAG-42 (ACE CELL)/DD MMM YY
2.B.3.C. (U) OTHER UNITS AS REQUIRED

2.B.4. (U) 4TH MLG
2.B.4.A. (U) 4TH MLG FWD NUC WEST/10/DD MMM YY
2.B.4.B. (U) DET, ORD MAINT CO, 4TH MAINT BN/15/DD MMM YY
2.B.4.C. (U) OTHER UNITS AS REQUIRED

2.C. (U) DURATION. REQUEST ACTIVATION/EXTENSION FOR UP TO XX MONTHS OR AS DIR BY SECDEF (this is dependant on level of authority).

2.D. (X) DESTINATION. [APPROPRIATE COMBATANT COMMANDERS AOR]

3. (U) FOR COMMARFORRES

3.A. (U) IN ANTICIPATION OF CMC APPROVAL, REQUEST ESTAB AND PREP FORCES TO MEET CAPABILITY REQR ID IN PAR 2.B. ABOVE.

3.B. (U) REQUEST RPT CONSTRAINTS PREVENTING DEPLM OF FORCE TO MEET EAD/LAD REQR.

4. (U) CURRENT MVMT DATA FOR UNITS ABOVE REFLECTED IN [APPROPRIATE COMBATANT COMMANDER] JOPES PID XXXXX.

5. (U) DEPOD SEPCOR.//

DECL/XX//

EXAMPLE MESSAGE

- d. AC/RC - RC
- e. Replace/Add: Replace

2. What:

- a. Mission: Reserve Component Command Element, Ground Combat, and Combat Service Support units will provide rotational replacement to OEF FY__._ force. RC forces will fill AC shortfalls.
- b. Replacing current OEF FY__._ force of like capability.

3. When:

- a. MOB date - NET: DDMMYY
- b. Deployment Window - O/A _____
- c. PTP: _____ Days
- d. BOG: _____ Days

4. Where:

- a. Region:

5. Why:

- a. Planned rotation of forces
- b. RFF: _____
- c. FTN: _____

6. Previous Activations:

- a. What Operations - OIF/OEF (various rotations)
- b. Duration and dates - See previous J4 reports and MFR data spreadsheets

9. CMC Staffing Package Requesting Authority to Activate USMCR Units

1. Purpose. To provide an example of a CMC staffing package requesting authority to activate USMCR units. This package will normally be classified SECRET.

2. Sample: CMC Requesting Authority to Activate USMCR Units

								1 DATE: DDMMYY	
2 OPERATION CODE								3 SUBJECT:	
X - ORIGINATOR OF OFFICE AFFIXING ROUTING SHEET A - APPROPRIATE ACTION B - GUIDANCE C - SIGNATURE D - COMMENT E - RECOMMENDATION F - CONCURRENCE				G - INFORMATION H - RETURN TO: Room I - INITIAL J - DISPOSITION K - DECISION L - RETENTION O - (OTHER)				REQUEST FOR ACTIVATION OF RESERVE COMPONENT MARINES ISO CDRUSCENTCOM FY__ OEF REQUIREMENTS ISO RFF-____ (SEQ # XXXX)	
ROUTING - Use numbers to show order of routing									
4	5	6 ADDRESSEES		7	8 INITIALS		9 NATURE OF ACTION REQUIRED	ORIGINATOR'S INITIALS	DUE DATE
RTG	CODE			IN	OUT	CONCUR	NONCONCUR		
////		COMMANDANT	CMC					ROUTINE	
////		MILITARY SECY	MILSEC					URGENT	JEK
////		ASST COMMANDANT	ACMC					10. REFERENCES HELD BY: (Name, Grade, Office Code, Telephone ext) Prepared by/Refs held by: CIV John Kelly, GFM, POC @ (703) 571-1046	
////		MILITARY ASST	MILASST						
////		SGTMAJMARCOR	SMMC					11. REMARKS AND SIGNATURE (If additional space is necessary, attach plain paper)	
////		DIR MC STAFF	DMCS						
		SEC GENERAL STAFF	SGS					1. <u>PURPOSE</u> . To provide the appropriate memoranda for the D/C PP&O (TAB A) to the SecNav (delegated to the ASN (M&RA) to activate reserve component Marines ISO CDRUSCENTCOM OEF FY__ theater requirements.	
		EXEC EDITOR	EDITOR						
		COUNSEL FOR CMC	CL					2. <u>BACKGROUND</u> . USMCR Unit mobilizations require approval from SecNav or SecDef based on provisions and guidance of DoDI 1235.12 dtd 04 February 2010, DoDD 1235.10 dtd 26 November 2008, and DoDD 1200.17 dtd 29 October 2008.	
		DC M&RA	M&RA						
		DC I&L	L					3. <u>DISCUSSION</u> <ul style="list-style-type: none"> ▪ This request to activate is sourced against FTN: __ ISO __. ▪ This request contains volunteer/involunteer personnel and can be approved by Service Secretary OR Secretary of Defense (choose one) ▪ The requested activation date is DDMMYY. 	
4	C	DC PP&O	P						
		DC AVN	A					3. <u>ACTION</u> <p>A. HQMC PA provide PAO release and sign addressee block A at left.</p> <p>B. HQMC OLA provide Congressional Notification letter; and sign addressee block B at left.</p> <p>C. HQMC SJA review and sign addressee block C at left.</p>	
		DC P&R	R						
		DC CD&I & CG MCCDC	CD&I					3. <u>ACTION</u> <p>A. HQMC PA provide PAO release and sign addressee block A at left.</p> <p>B. HQMC OLA provide Congressional Notification letter; and sign addressee block B at left.</p> <p>C. HQMC SJA review and sign addressee block C at left.</p>	
		DIR INTEL	I						
		DIR C4	C4					3. <u>ACTION</u> <p>A. HQMC PA provide PAO release and sign addressee block A at left.</p> <p>B. HQMC OLA provide Congressional Notification letter; and sign addressee block B at left.</p> <p>C. HQMC SJA review and sign addressee block C at left.</p>	
C	A	SJA TO CMC	JA						
B	A	LEGIS ASST	OLA					3. <u>ACTION</u> <p>A. HQMC PA provide PAO release and sign addressee block A at left.</p> <p>B. HQMC OLA provide Congressional Notification letter; and sign addressee block B at left.</p> <p>C. HQMC SJA review and sign addressee block C at left.</p>	
A	A	DIR PA	PA						
		DIR AR	AR					3. <u>ACTION</u> <p>A. HQMC PA provide PAO release and sign addressee block A at left.</p> <p>B. HQMC OLA provide Congressional Notification letter; and sign addressee block B at left.</p> <p>C. HQMC SJA review and sign addressee block C at left.</p>	
		INSPECTOR GENERAL	IG						
		DIR HEALTH SERV	HS					3. <u>ACTION</u> <p>A. HQMC PA provide PAO release and sign addressee block A at left.</p> <p>B. HQMC OLA provide Congressional Notification letter; and sign addressee block B at left.</p> <p>C. HQMC SJA review and sign addressee block C at left.</p>	
		CHAPLAIN	REL						
		DIR SPL PROJ	SPD					3. <u>ACTION</u> <p>A. HQMC PA provide PAO release and sign addressee block A at left.</p> <p>B. HQMC OLA provide Congressional Notification letter; and sign addressee block B at left.</p> <p>C. HQMC SJA review and sign addressee block C at left.</p>	
		DIR SAFETY	SD						
		CDR, MCNCR	MCNCR					3. <u>ACTION</u> <p>A. HQMC PA provide PAO release and sign addressee block A at left.</p> <p>B. HQMC OLA provide Congressional Notification letter; and sign addressee block B at left.</p> <p>C. HQMC SJA review and sign addressee block C at left.</p>	
		COMMARCORSYSCOM	MCSC						
		CG MCRC	MCRC					3. <u>ACTION</u> <p>A. HQMC PA provide PAO release and sign addressee block A at left.</p> <p>B. HQMC OLA provide Congressional Notification letter; and sign addressee block B at left.</p> <p>C. HQMC SJA review and sign addressee block C at left.</p>	
		CO HQBN HH	HQBN						
		CO MARBKS	MARBKS					3. <u>ACTION</u> <p>A. HQMC PA provide PAO release and sign addressee block A at left.</p> <p>B. HQMC OLA provide Congressional Notification letter; and sign addressee block B at left.</p> <p>C. HQMC SJA review and sign addressee block C at left.</p>	
DEPARTMENT									
3	A	ADC, PP&O						3. <u>ACTION</u> <p>A. HQMC PA provide PAO release and sign addressee block A at left.</p> <p>B. HQMC OLA provide Congressional Notification letter; and sign addressee block B at left.</p> <p>C. HQMC SJA review and sign addressee block C at left.</p>	
		EXEC ASST PP&O							
								3. <u>ACTION</u> <p>A. HQMC PA provide PAO release and sign addressee block A at left.</p> <p>B. HQMC OLA provide Congressional Notification letter; and sign addressee block B at left.</p> <p>C. HQMC SJA review and sign addressee block C at left.</p>	

							D. PO review and provide guidance/concurrence and sign at blocks 1 and 2 at left.
							E. D/C PP&O review and provide guidance/concurrence and sign at blocks 3 and 4 and SecNav Memo (U) at TAB A.
2	A	DIRECTOR, OPS	PO				F. Review SecNav 5 W's paragraph (S) at TAB B.
1	A	DEPUTY DIRECTOR	PO1				G. Review SecDef unit spreadsheet (S) at TAB C.
X		DIR, CURR OPS	POC				H. Review MARFORCOM Request to Activate msg at TAB D.
							I. Review CENTCOM Request For Forces at TAB E.
							R. G. PETIT Col USMC Head, Current
							Operations Branch CDRUSCENTCOM Requirements: <u>XX Volunteers</u> <u>XX Involunteers</u> <u>XX Total RC PAX</u>
							Reviewed by: Head, GFM at (703) 571- 1040 11 ACTION OFFICER (John Kelly, GFM, POC, PP&O (703) 571-1046)



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE PENTAGON
WASHINGTON, DC 20380-1775

FOR: ASSISTANT SECRETARY OF THE NAVY (MANPOWER AND RESERVE AFFAIRS)

From: LtGen Thomas D. Waldhauser, Deputy Commandant, Plans,
Policies and Operations

SUBJECT: Request to Activate Reserve Component Marines

- Recommend approval of the activation of __ Reserve Component Marines in support of CDRUSCENTCOM OEF FY __. __ rotational requirements.
- In accordance with the Defense Secretary's authorization, we request to activate the Selected Marine Corps Reserve Forces indicated at the attachment to support operations for CDRUSCENTCOM under the authority provided in Secretary of the Defense memorandum of 13 February 2003, "Partial Mobilization (World Trade Center and Pentagon Attacks) and Redlegation of Authority under Title 10, United States Code, Section 123, 123a, 527, 12006, 12011, 12012, 12302, and 12305."
- Commander, Marine Forces Command request activation of reserve forces to fill active and reserve component shortfalls in the previously approved force list.

RECOMMENDATION: Approve activation of USMCR Marines:

Approve _____ Disapprove _____ Other _____

COORDINATION: Accomplished between Joint Staff (J-3 JODCENT), CENTCOM, Marine Central Command (MARCENT), HQMC (PP&O), Marine Forces Command (MARFORCOM), Marine Forces Pacific (MARFORPAC), and Marine Forces Reserve (MARFORRES).

ATTACHMENTS:

As stated

SECNAV 5 W'S PARAGRAPH

1. Who:

- a. ALERT & MOBILIZATION OF USMCR UNITS ISO CDRUSCENTCOM
OEF FY __. __ REQUIREMENTS
- b. Unit Overview

	<u>UNIT</u>
<u>LOCATION</u>	
	Det __, 4 th ISB
<u>CITY, ST</u>	

c. Size: XX RC PAX

10. CMC Unit Activation Directive to COMMARFORRES

Purpose. To provide an example of the USMCR unit activation message released by DC PP&O (PO):

MSGID/GENADMIN/CMC WASHINGTON DC PPO//
REF/A/DOC/USCODE TITLE 10
REF/B/DOC/SECDEF/13FEB03
REF/C/DOC/SECNAV/14SEP01
REF/D/DOC/SECDEF NOTIFICATION MATRIX/DDMMYY (S)//
REF/E/MSG/COMMARFORCOM/DDTTTTZ MMM YY//
REF/F/MSG/CMC/201035ZSEP01
REF/G/MSG/CMC/141626ZNOV01
REF/H/DOC/CMC/MAID-P
REF/I/DOC/SECDEF/20SEP01
REF/J/DOC/SECDEF/06SEP96
REF/K/DOC/GFMIG/YMD:10JAN07(S)
REF/L/MSG/031714ZMAY99
REF/M/DOC/CMC/YMD:APR02
REF/N/DOC/CMC/YMD:19990201
REF/O/MSG/CMC/311733Z OCT02
REF/P/MSG/CMC/120824ZMAR02
REF/Q/MSG/COMMARFORRES/160925ZJAN03
REF/R/MSG/DOC/SECNAV/YMD:05OCT01
REF/S/DOC/CMC/2002
REF/T/MSG/SECDEF/031411ZAPR02
REF/U/MSG/MARADMIN/257-03/271903ZMAY03
REF/V/MSG/CMC WASHINGTON DC PPO PO/232348Z DEC 08//
SUBJ: NOTIFICATION OF PARTIAL MOBILIZATION, ACTIVATION, INTEGRATION AND DEACTIVATION OF USMCR UNITS (SEQ XXXX)//
NARR/REF A IS U.S. CODE, TITLE 10, SECTION 12302, READY RESERVE. REF B IS SECDEF MEMO AUTH ORDER OF READY RESERVES TO ACTIVE DUTY. REF C IS SECNAV DIRECTION TO CNO AND CMC TO ORDER READY RESERVES TO ACTIVE DUTY. REF D IS SECDEF RESERVE NOTIFICATION MATRIX. REF E IS COMMARFORCOM REQUEST TO ACTIVATE CDRUSJFCOM-ASG USMCR UNITS. REF F IS MARADMIN 440-01 TOTAL FORCE MANPOWER GUIDANCE FOR PARTIAL MOBILIZATION. REF G IS MARADMIN 565-01 UPDATE NUMBER ONE TO REF F. REF H IS USMC TOTAL FORCE MOBILIZATION, ACTIVATION, INTEGRATION, AND DEACTIVATION PLAN (MAID-P). REF I IS USD (P&R) REVISED MEMO ON MOBILIZATION-DEMOBILIZATION PERSONNEL AND PAY POLICY. REF J IS SECDEF POLICY CLARIFICATION FOR ASSIGNMENT FOR FORCES. REF K IS FY 10-11 GLOBAL FORCE MANAGEMENT IMPLEMENTATION GUIDANCE (GFMIG). REF L IS MARADMIN 202/99 ON CREATING AND SOURCING OF USMCR SUBUNITS AND DETS. REF M IS MCO P1080.40C, PERSONNEL REPORTING INSTRUCTIONS MANUAL (PRIM). REF N IS MCO P3000.13D, MARINE CORPS SORTS SOP. REF O IS CMC FISCAL GUIDANCE FOR CONTINGENCY OPS COSTS REPORTING REQUIREMENTS. REF P IS MARADMIN 133-02 IS FISCAL POLICY GUIDANCE AND CONTINGENCY COST REPORTING REQUIREMENTS FOR OEF/OIF/ONE. REF Q IS FUNDING GUIDANCE FOR MOBILIZATION AND ACTIVATION OF SELECTED MARINE CORPS RESERVE UNITS AND DETS. REF R IS SECNAV MEMO RESERVE DELAY IN REPORTING AFTER INITIAL NOTIFICATION OF MOBILIZATION. REF S IS MCBUL 4610, CARGO AND PERSONAL PROPERTY TRANSPORTATION ACCOUNTING DATA. REF T IS PUBLIC AFFAIRS GUIDANCE (PAG) FOR DEMOBILIZATION OF THE RESERVE INCLUDING MOBILIZED MEMBERS OF THE NATIONAL GUARD. REF U IS MARADMIN 257-03 TOTAL FORCE MANPOWER GUIDANCE FOR DEACTIVATION. REF V IS COORD INSTRUCTIONS REGARDING ADMINISTRATIVE ATTACHMENT AND ADMINISTRATIVE CONTROL OVER CDRUSJFCOM-ASG ACTD USMCR UNITS.
1. SITUATION. IAW REFS A THROUGH C, CMC IS AUTHORIZED TO INVOLUNTARILY ACTIVATE MEMBERS OF THE READY RESERVE FOR A PERIOD OF UP TO TWELVE MONTHS;

INVOLUNTARY EXTENSION MAY BE MADE FOR UP TO AN ADDITIONAL TWELVE MONTHS. USMC COMPONENT COMDR USMCR UNIT/DET REQUIREMENTS, IDENTIFIED IN REFS D AND E, ARE APPROVED.

2. MISSION. IAW REFS D THROUGH L, AND REF V, CMC DIR NOTIFICATION OF PARTIAL MOBILIZATION, ACTIVATION, INTEGRATION AND DEACTIVATION OF UNITS/DETS SPECIFIED BELOW FOR AN INITIAL PERIOD OF UP TO TWELVE MONTHS.

3. EXECUTION

3.A. TASKS

3.A.1. COMMARFORRES.

3.A.1.A. MOB UNIT/DET TO GFC: COMMARCENT

(READ IN FOUR COLUMNS)

USMCR MOB

R

ESERVE TRAINING

USMCR RUC MCC UNIT CENTER

(HTC)

XXXXX XXX NAMED DET HERE CITY, ST

DATES: (READ IN THREE COLUMNS)

ACT DATE DEPART HTC APOE

NET DDMMYY PER TPFDD PER TPFDD

(READ IN TWO COLUMNS)

ILOC:

DATES

GEOLOC

O/A DD MMM YY

3.A.1.B. NOTIFY UNITS TO BE ACTIVATED IN PARA 3.A.1.A THAT THEY ARE AUTHORIZED TO PERFORM ALL NECESSARY PREDEPLOYMENT ACTIONS EXCEPT RESERVE PERSONNEL ACTIVATIONS, UPON RELEASE OF THIS MESSAGE.

3.A.1.C. APPROPRIATELY ACTIVATE AND JOIN INVOL MOBILIZED UNITS /DETS; CITE COMPONENT CODE: KM AND CRISIS CODE: 9GF. UPON COMPLETION OF MISSION APPROPRIATELY DEACTIVATE MOBILIZED UNITS/DETS PER REFS I, J, AND V.

3.A.1.D. UPON CO/OIC OF UNIT/DET REPORTING MOBILIZATION PROCEDURES COMPLETE, COORD WITH CMC (MI), INFO COMMARFORCOM (G3/5/G4) AND AFFECTED USMC COMPONENT COMDRS, TO EFFECT ACTIVATION OF THE FORCE AND MOVEMENT IOT RPT TO THE GFC.

3.A.1.E. COORDINATE ALL REQ FOR TRANSPORTATION OF PERSONNEL (TOP) AND TRANSPORTATION OF THINGS (TOT) IOT CHARGE THE PROPER APPROPRIATION DATA AND ESTABLISHED TOT TAC CODE.

3.A.1.F. ENSURE ACTIVATED UNITS REPORT, BY UNIT DIARY ENTRY, AN INITIAL JOIN FOR EACH ACTIVATED MEMBER IN ORDER TO BEGIN APPROPRIATE PAY AND ALLOWANCES. UTILIZE THE CRISIS CODE OF 9GF TO PROVIDE UNIQUE PAY AND ALLOWANCE REPORTING IN SUPPORT OF OIF/OEF/ONE.

3.A.1.G. BPT PROVIDE TRANSPORTATION OF MOBILIZED UNITS/DETS FROM HTC TO ILOCS/POES AS SPECIFIED IN SUPPORTED CCDR TPFDD.

3.A.1.H. DIR ACTIVATED UNITS/DETS CO'S/OIC'S SUBMIT DEPARTURE AND PERS MOVEMENT RPT, INFO TO COMMARFORCOM (G1/G3-5-7/PAO), CMC (CRC/POC/MPP-60), AS APPROPRIATE.

3.A.1.I. ENSURE ACTIVATED UNITS/DETS REPORT UNIT EQUIP APPROVED BY COMUSMARCENT FOR DEPLOYMENT TO THEATER TO GFC IN MDSSII FORMAT.

3.A.1.J. ENSURE ACTIVATED USMCR UNITS/DETS REPORT TO ILOC WITH ICCE AND INDIV WPNS AS PRESCRIBED BY THE EMPLOYING FORCE CMDR AND OR SUPPORTED MARFOR.

3.A.1.K. ENSURE ACTIVATED USMCR UNITS/DETS TRANSPORT UNIT EQUIP NECESSARY TO CONDUCT PRE-DEPLM TRNG TO ILOC, AS PRESCRIBED BY THE EMPLOYING FORCE CMDR. UNIT EQUIP USED TO SPT USMCR UNIT/DET PRE-DEPLM TRNG SHALL REMAIN ON MARFORRES PROPERTY RECORDS UNLESS OTHERWISE SPECIFIED.

3.B. COMMARFORCOM.

3.B.1. PER REFS I, K, AND L AUTHORITIES, SUPPORT COMMARFORRES AS REQUIRED.

3.C. COMMARFORPAC.

3.C.1. PER REF I, SUPPORT COMMARFORRES ILOC AND PTP REQUIREMENTS.

3.C.2. PER REF W, EXERCISE ADMINISTRATIVE CONTROL (ADCON) OVER CDRUSJFCOM-ASG ACTD USMCR UNITS.

4. ADMIN AND LOGISTICS

4.A. ADMIN

4.A.1. COORDINATING INSTRUCTIONS

4.A.1.A. PUBLIC AFFAIRS GUIDANCE. REF U IS SECDEF PUBLIC AFFAIRS GUIDANCE. PUBLIC AFFAIRS POSTURE IS PASSIVE.

4.A.1.B. LEGAL. GAINING FORCE COMMANDER WILL COORDINATE LAW OF WAR AND CODE OF CONDUCT TRNG, AS REQR. PER REFS N AND S, REPORT ANY PERSONNEL WHO REFUSE TO COMPLY WITH THESE ORDERS, MISS MOVEMENT, OR CLAIM CONSCIENTIOUS OBJECTOR STATUS TO MARFORRES SJA IMMEDIATELY. LEGAL PROCESSING OF ALL SUCH INDIVIDUALS SHALL BE THROUGH MARFORRES.

4.A.2. FUNDING/ACCOUNTING GUIDANCE

4.A.2.A. REFS P, Q, AND R PROVIDE DETAILED FISCAL GUIDANCE.

4.A.2.B. OPERATION AND MAINTENANCE, MARINE CORPS FUNDING

4.A.2.B.1. UNIT TRANS COSTS AND SERVICE MEMBER ENTITLEMENTS FOR MEMBERS OF MOBILIZED/ACTIVATED UNITS/DETS WILL BE FUNDED BY COMMARFORRES UTILIZING THE O&MMC (1106) APPROPRIATION PROVIDED BY HQMC.

4.A.2.C. MILITARY PAY, MARINE CORPS. PER REFS H AND J, THE UNIT DIARY "ACTIVATION" ENTRY, SUBMITTED BY THE MANPOWER INFORMATION SYSTEM SUPPORT ACTIVITY (MISSA) AUTOMATICALLY PLACES EACH MEMBER ASSIGNED TO THE ACTIVATED MOBMCC IN AN "AWAITING INITIAL JOIN" STATUS.

4.B. LOGISTICS

4.B.1. TRANSPORTATION/MOBILITY. AS DIRECTED BY TPFDD

4.B.2. SUPPLY. AS DIRECTED

5. COMMAND AND SIGNAL

5.A. COMMAND

5.A.1. CMC IS THE SUPPORTING SERVICE CHIEF. COMMARFORRES IS SUPPORTING USMC COMMANDER. COMMARFORCOM IS SUPPORTING USMC COMPONENT COMDR. CDRUSJFCOM IS SUPPORTING COMBATANT COMMANDER. CDRUSSOUTHCOM IS SUPPORTED COMBATANT COMDR.

5.A.2. UPON ACTIVATION, CDRUSJFCOM EXERCISES COMBATANT COMMAND (COMMAND AUTHORITY) (COCOM) OF ASSIGNED USMCR UNIT/DET. AS CDRUSJFCOM USMC COMPONENT COMDR, COMMARFORCOM COMMANDS ACTIVATED USMCR UNIT/DET.

5.B. SIGNAL

5.B.1. CMC OPERATIONS CENTER, DSN 225-7366, COML 703-695-7366.

5.B.2. COMMARFORCOM COMMAND CENTER, DSN 836-1644, COML 757-836-1644.

5.B.3. COMMARFORRES COMMAND CENTER, DSN 678-8701, COML 504-678-1701.

BT//

11. Congressional Notification

1. Purpose. To provide an example of USMC notification to Congress, via Office of Legislative Affairs (OLA), that is published by DC PP&O (PO). This document coincides with the publishing of the CMC message directing COMMARFORRES to active USMCR units.

2. Sample: USMC Notification to Congress



UNITED STATES MARINE CORPS
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROADQUANTICO, VIRGINIA 22134-5103
QUANTICO, VIRGINIA 22134-5103
IN REPLY REFER TO:

3000
RAC
29 Jan 2003

Memorandum for Director, Marine Corps Office of Legislative Affairs

NOTE: This memorandum provides notice of the intent to activate the units noted below. It is not the authorization for activation.

This notification provides information on the Selected Marine Corps Reserve unit(s) authorized to be called to active duty under the Partial Mobilization. The Secretary of the Navy and the Commandant of the Marine Corps are directing this mobilization pursuant to the authority granted in Title 10, U.S. Code 12302, and Executive Order Number 13223 of September 14, 2001, "Ordering the Ready Reserve of the Armed Forces to Active Duty, and Delegating Certain Authorities to the Secretary of Defense." Reserve component members could soon be ordered to active duty, for a period of not more than 24 consecutive months, unless sooner relieved, in support of operations in the continental U.S. and abroad. Specific details on when and where the unit(s) are ordered will be released by DOD approved public affairs sites and limited only by national security requirements as directed by the Secretary of Defense.

Unit	Location	Service	Personnel
Det B, 4th LSB, 4th MLG	Savannah	Marine Corps	206
Det 5, H&S Co, 4th LSB, 4th MLG			
Det 5, LSPT EQP Co, 4th LSB			
Zip Code 31409			
PWST Savannah			

Request the following Committee Chairmen and Ranking Minority Members be notified of this action:

Senator Warner (Chairman, SASC)
Representative Hunter (Chairman HASC)
Senator Stevens (Chairman, SAC-D)
Representative Lewis (Chairman, HAC-D)
Senator Levin (Ranking Minority, SASC)
Representative Skelton (Ranking Minority, HASC)
Senator Inouye (Ranking Minority, SAC-D)
Representative Murtha (Ranking Minority, HAC-D)

25 Aug 2010

Additionally, request the South Carolina Senators and applicable House Representative be notified.

Any questions regarding this notification, please contact Reserve Affairs, Headquarters U.S. Marine Corps, at (703)784-9141.

12. COMMARFORRES USMCR Unit Activation Directive

Purpose. To provide an example of the USMCR unit activation message released by COMMARFORRES:

UNCLAS

UNCLAS//N01500//
OPER/OPERATION ENDURING FREEDOM//
MSGID/GENADMIN/COMMARFORRES/
SUBJ/ACTIVATION OF UNITED STATES MARINE CORPS RESERVE (USMCR) UNITS
(PARTIAL MOB SEQUENCE # 1045)//
REF/A/MSG/CMC/011927ZMAR03//
REF/B/MSG/COMMARFORRES/011833ZMAR03//
REF/C/DOC/CMC/24MAY00//
REF/D/DOC/DOD/04JUN02//
REF/E/MSG/CMC/291635Z OCT01//
REF/F/MSG/CMC/261829Z OCT01//
REF/G/MSG/CMC/04FEB03//
REF/H/DOC/CMC/21JUL99//
REF/I/DOC/CMC/31MAY90//
REF/J/DOC/CMC/27MAR84//
REF/K/MSG/COMMARFORRES/280500ZSEP01//
REF/L/DOC/COMMARFORRES/12APR02//
REF/M/MSG/COMMARFORRES/222345Z OCT01//
REF/N/MSG/COMMARFORRES/141502Z JAN02//
REF/O/DOC/CMC/22JUL98//
REF/P/COMMARFORCOM/031602ZMAR03 (DMS) (C) //
REF/Q/COMMARFORRES/XXXXXXZFEB03//
REF/R/CDROM/AFMIC/APR02//
REF/S/MEMO/CJCS/02FEB02//
REF/T/MSG/CMC/161520ZSEP02
REF/U/MSG/CMC/151215ZNOV02 (S) //
REF/V/MSG/CDRUSEUCOM/061136ZAPR01//
REF/W/MSG/CDRUSAFE/101500ZAPR01//
REF/X/MSG/SECDEF/211600ZMAY01//
REF/Y/MSG/CMC/071500ZJAN03//
REF/Z/MSG/COMMARFORRES/081632ZDEC02//
REF/AA/MSG/CMC/141654ZJAN03//
REF/AB/MSG/COMMARFORRES/160925ZJAN03//
REF/AC/MSG/CMC/081821ZJAN03//
REF/AD/MSG/CMC/310900ZJAN03//
REF/AE/DOC/CMC/7JUN2001//
REF/AF/MSG/COMMARFORRES/141816ZFEB03//
REF/AG/MSG/CMC/032014ZMAR03//
REF/AH/MSG/COMMARFORRES/171551ZJAN03//
NARR/REF A IS MOB OF USMCR UNITS (PARTIAL MOB SEQ #1045).
REF B IS COMMARFORRES ADMINISTRATIVE GUIDANCE AND INSTRUCTIONS FOR
MOBILIZATION AND ACTIVATION OF UNITED STATES MARINE CORPS RESERVE (USMCR)
UNITS AND DETS.
REF C IS MCO P1080.20M, MARINE CORPS TOTAL FORCE SYSTEM CODES MANUAL
(MCTFSCODESMAN)
REF D IS VOLUME 7A OF DOD 7000.14-R FINANCIAL MANAGEMENT REGULATIONS
(DODFMR).
REF E IS ALMAR 052/01 MARINE CORPS DEPLOYMENT TEMPO (DEPTEMPO)
POLICY GUIDANCE AMPLIFICATION.
REF F IS PAA 08-01.

REF G IS MARADMIN 049/03 DELAY, DEFERMENT AND EXEMPTION OF RESERVIST AND RETIREES INVOLUNTARILY ACTIVATED UNDER MOBILIZATION AUTHORITY.
REF H IS MCO P4400.150E CONSUMER LEVEL SUPPLY POLICY MANUAL.
REF I IS UM 4400-124 FMF SASSY USING UNIT PROCEDURES.
REF J IS MCO 8300.1C MARINE CORPS SERIALIZED CONTROL OF SMALL ARMS SYSTEM.
REF K IS LOI FOR FORCE WIDE CERTIFICATION OF MDSII DATA ISO ACTIVATION AND DEPLOYMENT OF USMCR UNITS.
REF L IS FORO 3060.2 W/CHG 1 COMMARFORRES MOBILIZATION AND FORCE ACTIVATION PLAN (M&FA PLAN) (HTTP:HQ.MFR.USMC.MIL/G5/).
REF M IS MARFORRES PUBLIC AFFAIRS GUIDANCE (PAG) 3-01.
REF N IS COMMARFORRES GUIDANCE FOR SUBMITTING PERSONNEL STATUS (PERSTAT) REPORTS.
REF O IS MCO P3000.13C W/CH1 STATUS OF RESOURCE AND TRAINING SYSTEM (SORTS).
REF P IS COMMARFORCOM DEPLOYMENT ORDER.
REF Q IS COMMARFORRES TPFDD LOI. [NOT USED]
REF R IS DEPLM HEALTH SURVEILLANCE AND READINESS.
REF S IS CDROM 01-1810-207-00, MED, ENVIRONMENTAL, DISEASE INTEL AND COUNTERMEASURES.
REF T IS MARADMIN 502/02, RESUMPTION OF ANTHRAX VACCINATION PROGRAM.
REF U IS AUTH FOR ANTHRAX VACCINATION FOR PRI GROUP THREE PERS.
REFS V AND W PROV GUIDANCE ON TRAVEL THROUGH POTENTIALLY FOOT AND MOUTH DISEASE (FMD) CONTAMINATED AREAS.
REF X IS FIELD INSTRUCTIONS FOR MOVEMENT OF MIL EQUIP, PERS, PERSONAL PROPERTY, CARGO, AND MAIL TO THE US FM COUNTRIES AFFECTED WITH FMD.
REF Y IS MARADMIN 007/03 MCBUL 1900 MARINE CORPS STOP MOVE AND STOP LOSS POLICY.
REF Z IS COMMARFORRES MESSAGE ON ASSIGNMENT AND MOBILIZATION POLICY OF WOMEN MARINES ASSIGNED TO BILLETTS IN COMBAT RESTRICTED UNITS.
REF AA IS MARADMIN 016/03 ACTIVATION AND MOBILIZATION OF NEWLY JOINED PRIOR SERVICE AND NON-PRIOR SERVICE USMCR MARINES.
REF AB IS FUNDING GUIDANCE FOR MOBILIZATION AND ACTIVATION OF USMCR UNITS/DETS.
REF AC IS MARADMIN 008/03; AUTHORIZATION TO BEGIN SMALLPOX VACCINATION PROGRAM (SVP).
REF AD IS MARADMIN 045/03; PAY ENTITLEMENTS FOR PARTIAL MOBILIZATION OF UUSMCR MEMBERS IN SUPPORT OF OPERATION NOBLE EAGLE AND ENDURING FREEDOM.
REF AE IS MCO P1080.40C; MARINE CORPS TOTAL FORCE PERSONNEL REPORTING INSTRUCTIONS MANUAL (MCTFSPRIM).
REF AF IS COMMARFORRES STOP LOSS AND STOP MOVE GUIDANCE.
REF AG IS MOD 1 TO REF A.
REF AH IS MARFORRES SUPPLY/MAINT MGMT GUIDANCE FOR ACTIVATED UNITS. POC/COMMARFORRES COMMAND CENTER/DSN: 678-8701 COMM: (504)678-8701/EMAIL: MARFORRESCDO@MFR.USMC.MIL/ FAX: (504)678-1258//
RMKS/1. SITUATION
1.A. ALL EMERGING CONCERNS OR QUESTIONS, CONTACT THE MARFORRES COMMAND CENTER. THE COMMAND CENTER IS MANNED WITH REPRESENTATIVES FROM THE STAFF AND MSC'S.
1.B. THIS IS A MOBILIZATION AND ACTIVATION ORDER FOR:
(READ IN TWO COLUMNS)
UNIT/DET/PWST ULN FOR PAX
MACS-24 DET, MACG-48, 4TH MAW W5SAH
AS LISTED IN REFS A AND AG, DURING PARTIAL MOBILIZATION. UPON RECEIPT OF THIS ORDER. EFFECT MOBILIZATION PROCEDURES TO RECALL

MEMBERS IAW REF A. INITIAL PERIOD OF INVOLUNTARY ACTIVE DUTY IS PER REF A. ACTIVATION, ORDERS, AND PAY ARE EFFECTIVE 0001, 08 MAR 03, FOR MEMBERS IDENTIFIED. TRAVEL IS NOT AUTHORIZED PRIOR TO THIS TIME AND DATE.

2. MANPOWER AND PERSONNEL ADMINISTRATION. COMMARFORRES MOBILIZATION/ACTIVATION MANPOWER AND PERSONNEL ADMINISTRATION PROCESSES, POLICIES AND PROCEDURES ARE AS OUTLINED IN REF B AND AMPLIFIED BELOW:

2.A. MCTFS REPORTING

2.A.1. UPON ACTIVATION OF A MOBMCC, ALL INDIVIDUAL USMCR RECORDS WITHIN MCTFS THAT HAVE A MOBMCC EQUAL TO THE ACTIVATED MOBMCCC THAT POSSESS A VALID RECSTAT, STRENGTH CAT, AND DUTY LIMIT CODES (PER REF C) WILL BE ACTIVATED. PER REF C, A VALID RECSTAT/STRENGTH CAT CODE IS IDENTIFIED AS POSSESSING A RECORD STATUS EQUAL TO "0" AND A STRENGTH CATEGORY EQUAL TO "0" OR "F". THE ACTIVATION ENTRY SUBMITTED BY THE MISSA WILL AUTOMATICALLY PLACE THE MEMBER IN AN "AWAITING INITIAL JOIN" STATUS. ANY MEMBER WITHOUT A VALID RECORD STATUS, STRENGTH CATEGORY, AND DUTY LIMIT CODE WITHIN THE MOBMCC WILL NOT BE ACTIVATED. THE MOBILIZATION ENTRY SUBMITTED BY THE REPORTING UNIT WILL FAIL.

2.A.2. THE SITE SUPPORT RUC OF THE ACTIVATED UNIT WILL REPORT AN INITIAL JOIN (TTC 022 007) FOR EACH ACTIVATED MEMBER IN ORDER TO BEGIN APPROPRIATE PAY AND ALLOWANCES. ENSURE INITIAL JOIN ENTRIES ARE ACTION DATED USING THE FIRST DAY OF THE ACTIVE DUTY (ACTIVATION DATE) PERIOD AS SPECIFIED IN PARA 1.B.

2.A.3. IN ADDITION TO THE INITIAL JOIN, THE FOLLOWING ENTRIES MUST BE SUBMITTED FOR EACH MEMBER BY THE SITE SUPPORT:

2.A.3.A. CHAN BAH (TTC 388 001) - IAW REF AC, MEMBERS CALLED OR ORDERED TO ACTIVE DUTY IN SUPPORT OF A CONTINGENCY OPERATION ARE ENTITLED TO BAH REGARDLESS OF THE DURATION OF ACTIVATION IAW REF D CHAP 26. EFFECTIVE DATE OF THIS TRANSACTION IS THE DATE OF ACTIVATION.

2.A.3.B. MEMBERS WITH DEPENDENTS - PER REF D, AND IAW REF AC, RATE OF BAH IS PAYABLE AT THE LOCALITY RATE OF THE MEMBER'S PRIMARY RESIDENT AT THE TIME OF ACTIVATION. 'ZIP CODE DESIGNATOR' USED FOR THIS TRANSACTION IS 'M.'

2.A.3.C. MEMBERS WITHOUT DEPENDENTS - IAW REF AC, BAH-I IS AUTHORIZED TO RESERVISTS WITHOUT DEPENDENTS WHO BECAUSE OF THE CALL OR ORDER ARE UNABLE TO CONTINUE TO OCCUPY THE PRIMARY RESIDENCE THAT IS OWNED BY THE MEMBER, OR FOR WHICH THE MEMBER REMAINS RESPONSIBLE FOR RENT PAYMENT. THE RATE PAYABLE IS BASED ON THE LOCALITY RATE OF THE MEMBER'S PRIMARY RESIDENT. VERIFICATION OF MEMBER REMAINING RESPONSIBLE FOR RENT OR MORTGAGE PAYMENT IS REQUIRED. IF THE MEMBER DOES NOT RETAIN FINANCIAL RESPONSIBILITY OF THE PRIMARY RESIDENCE, THEN THE ENTITLEMENT TO BAH IS FOR THE RATE OF BAH-II.

2.A.3.D. START BAS - PER REF D, OFFICERS ARE AUTOMATICALLY ENTITLED TO FULL BAS AT ALL TIMES ON A MONTHLY BASIS. ENLISTED MEMBERS BAS WILL BE BASED UPON THE TYPE OF BAS PAYABLE TO ACTIVE DUTY MEMBERS STATIONED AT THE HTC AT THE TIME OF ACTIVATION. ONCE JOINED, THE HTC BECOMES THE MEMBER'S PDS. IAW REF D, AND PER REF AC, MEMBERS TEMPORARILY ASSIGNED TO DUTY AWAY FROM THEIR PDS ARE ENTITLED TO BAS AT A RATE NOT LESS THAN THAT WHICH THEY HAD AT THE PDS.

2.A.3.E. HOME ADDRESS (TTC 499 025) - ENSURE HOME ADDRESS IS ACCURATE/UPDATED.

2.A.3.F. HOME TELEPHONE (TTC 499 024) - ENSURE HOME PHONE NUMBER IS ACCURATE/UPDATED.

2.A.3.G. TAX EXEMPTIONS (TTC 430 000 & 302 000) - ENSURE

FEDERAL/STATE TAX EXEMPTIONS ARE ACCURATE/UPDATED. AUDIT TAX EXEMPTION IN SRB/OQR WITH MEMBER TO ENSURE ANY CHANGES MADE BY THE MEMBER IN EMSS ARE ACCURATELY REFLECTED.

2.A.3.H. DEPENDENT INFORMATION - ENSURE DD1172'S ARE COMPLETED, DEERS IS UPDATED APPROPRIATELY AND DEPENDENT ID CARDS ARE ISSUED. ENSURE THE BELOW DEPENDENT INFORMATION IS ACCURATE/UPDATED AS APPLICABLE:

- NUMBER DEPN
- DDLb (DATE OF ACTIVATION)
- DGLc
- DEPN ADD (ENSURE BAQ APPL REFLECTS CHANGES)
- DEPN LOSS (ENSURE BAQ APPL REFLECTS CHANGES)
- DEPN LOC/DEPN LOC ALL
- SERVICE SPOUSE INFO
- CUSTODY STAT
- COMPLETE RED AUDIT

2.A.3.I. EAS/ECC REPORTING. TTC 826 HAS BEEN MODIFIED IOT ALLOW EAS TO BE SUBMITTED WITH THE MASS ACTIVATION ENTRY SUBMITTED BY THE MISSA. MCTFS WILL AUTOMATICALLY UPDATE EACH ACTIVATED MEMBER'S EAS/ECC REFLECTED IN MCTFS TO EQUAL THE EAS SUBMITTED AS PART OF THE ACTIVATION ENTRY. THIS EAS WILL BE FOR THE DURATION OF ACTIVATION (12 MONTHS). PER REF Y, AND AS CLARIFIED IN REF AF, UNITS ARE REQUIRED TO RUN APPROPRIATE UNIT DIARY ENTRIES ON ALL MEMBERS EFFECTED BY STOP LOSS PRIOR TO ACTIVATION. THE SYSTEM WILL AUTOMATICALLY IDENTIFY AND FLAG THE RECORD OF ANY MEMBER'S RESECC THAT EXPIRES PRIOR TO THE EAS SUBMITTED WITH THE ACTIVATION ENTRY. THIS FLAG WILL AUTOMATICALLY CHANGE THE MEMBER'S EAS/ECC TO 1 DAY PRIOR TO THE MEMBERS RESECC.

2.A.3.J. START CRISIS CODE (TTC 887 000) - THE CRISIS CODE IDENTIFIED FOR ENDURING FREEDOM IS 9GF (NINE-GOLF-FOX).

2.A.3.K. ENSURE THE APPROPRIATE COMPONENT CODE IS REFLECTED IN MCTFS. THE COMPONENT CODE FOR AN ACTIVATED USMCR MEMBER IS "KM." ACTIVATED MEMBERS POSSESSING INACCURATE COMPONENT CODES WILL REQUIRE CORRECTIVE ACTION TO BE TAKEN BY THE MISSO.

2.A.3.L. START PERSTEMPO (TTC 323 000) - THE TYPE CODE FOR OPERATION ENDURING FREEDOM IS "WAA." START CRISIS CODE MUST BE ACTION DATED 1 DAY PRIOR TO THE START PERSTEMPO ENTRY IN ORDER FOR MCTFS TO PROPERLY CYCLE IF BOTH ENTRIES ARE REPORTED ON THE SAME UNIT DIARY. PER REF'S E AND F, THE SECDEF HAS SUSPENDED THE ACCUMULATION OF DEPTempo DAYS FOR THE PURPOSE OF HDPD, AND THE REQUIREMENT FOR FLAG AND GENERAL OFFICERS TO MANAGE THE DEPTempo OF CERTAIN MEMBERS. HOWEVER, THE REQUIREMENT TO TRACK AND REPORT DEPTempo REMAINS IN EFFECT.

2.A.3.M. CONUS COLA - IF PAYABLE, SUBMIT CONUS COLA ENTRY. PER REF AC, CONUS COLA RATE IS DETERMINED BY THE MEMBER'S PRIMARY RESIDENCE.

2.A.3.N. PENSION WAIVED (TTC 860 001) OR PENSION NOT WAIVED (TTC 860 002) - USMCR MEMBERS IN RECEIPT OF A PENSION OR DISABILITY COMPENSATION MUST COMPLETE VA FORM 21-8951-2. THERE IS NO REPORTING REQUIREMENT FOR MEMBERS NOT IN RECEIPT OF A PENSION.

2.A.3.O. START SPLIT PAY (TTC 156 000).

2.A.3.P. ADVANCE PAY. SEE REF B.

2.A.3.Q. SGLI ELECTION FOR MEMBER AND SPOUSE. PER REF AC, ENSURE MEMBER AND SPOUSE SGLI ELECTION IS VERIFIED DURING INITIAL JOIN PROCESSING. IF THE MEMBER HAD PREVIOUSLY ELECTED A REDUCED COVERAGE AMOUNT FOR EITHER SELF OR SPOUSE, THIS ENTRY MUST BE RESUBMITTED WITH THE INITIAL JOIN. THE INITIAL JOIN TRIGGERS MAXIMUM COVERAGE IN MCTFS UNLESS REDUCED COVERAGE IS RESUBMITTED.

2.B. ADDITIONAL ENTITLEMENTS (AS APPLICABLE)

2.B.1. FAMILY SEPARATION ALLOWANCE II (FSA-II TTC 189 003) - FSA IS PAYABLE IN THE AMOUNT OF 100.00 PER MONTH FOR PERIODS OF OVER 30 DAYS OF SEPARATION IAW REF D. PER REF AC, THE FSA-T ENTITLEMENT SHOULD BE SUBMITTED WITH THE INITIAL JOIN ENTRIES.

2.B.2. IMMINENT DANGER PAY (TTC 293/297) - PAYABLE IN THE AMOUNT OF 150.00 PER MONTH FOR THOSE AREAS DESIGNATED IN REF D, FIGURE 10-1.

2.B.3. HOSTILE FIRE PAY (TTC 293/297) - PER REF D CHAP 10.

2.B.4. HARSHIP DUTY PAY - PAYABLE IN AMOUNTS RANGING FROM 50.00 - 150.00 PER MONTH FOR AREAS DESIGNATED IN THE REF D.

2.B.5. COMBAT ZONE TAX EXCLUSION - APPLICABLE IN PRESIDENTALLY DESIGNATED COMBAT ZONES. BENEFITS INCLUDE EXCLUSION FROM FEDERAL INCOME TAX. DESIGNATED AREAS ARE LISTED IN REF D.

2.B.6. CLOTHING ALLOWANCES PER REF D CHAP 29.

2.B.6.1. OFFICERS MOBILIZED FOR MORE THAN 90 DAYS, WHO HAVE BEEN OFF OF ACTIVE DUTY FOR A MINIMUM OF TWO YEARS WILL BE ENTITLED TO THE ADDITIONAL ACTIVE DUTY UNIFORM ALLOWANCE (CURRENTLY 200.00) VIA UNIT DIARY (UD) ENTRY. FOR COMPUTATION OF THE TWO-YEAR MINIMUM, ANY PERIOD OF ACTIVE DUTY OR ACTIVE DUTY TRAINING LESS THAN 90 CONSECUTIVE DAYS IS NOT APPLICABLE. IF THE OFFICER HAS RECEIVED THE INITIAL UNIFORM ALLOWANCE (CURRENTLY \$400.00) DURING THE CURRENT TOUR OF ACTIVE DUTY OR WITHIN A PERIOD OF 2 YEARS BEFORE ENTERING CURRENT TOUR OF DUTY, HE/SHE IS NOT ELIGIBLE FOR THIS ADDITIONAL ACTIVE DUTY UNIFORM ALLOWANCE.

2.B.6.2. ENLISTED MEMBERS

2.B.6.2.A. IF THE MEMBER IS MOBILIZED WITHIN 90 DAYS AFTER BEING RELEASED FROM ACTIVE DUTY, THE MEMBER'S CLOTHING REPLACEMENT ALLOWANCE (CRA) DATE WILL REMAIN THE SAME. SUBMIT VIA UNIT DIARY ENTRY THE CRA DATE (TTC 305 001) PREVIOUSLY REFLECTED IN MCTFS.

2.B.6.2.B. IF IT HAS BEEN MORE THAN 90 DAYS SINCE THE MEMBERS RELEASE FROM ACTIVE DUTY, THEN THE ENTITLEMENT IS FOR THE REDUCED CLOTHING REPLACEMENT ALLOWANCE (RCRA). SUBMIT VIA UNIT DIARY THE RCRA (TTC 311 001) ENTRY WITH THE INITIAL JOIN ENTRIES.

2.B.7. TRAVEL FROM HOR TO HTC. SEE REF B. GTR'S ARE THE PREFERRED METHOD OF TRANSPORTATION FOR USMCR MEMBERS REPORTING TO THE HTC FOR ACTIVATION THAT RESIDE OUTSIDE THE REASONABLE COMMUTING DISTANCE AS PRESCRIBED BY THE COMMAND. RU MUST ARRANGE GOV TRANS FOR ALL MEMBERS REQUIRING TRANS TO DEPART HIS/HER HOME AND ARRIVE AT THE HTC ON THE DATE OF ACTIVATION. IF MEMBER LIVES OUTSIDE OF REASONABLE COMMUTING DISTANCE AND POV IS AUTHORIZED, THE MEMBER WILL BE ALLOWED 1 DAY OF TRAVEL TIME FOR EACH 350 MILES TRAVELED BY POC TO COMMENCE ON DATE OF ACTIVATION. FOR ANY FRACTION OF 350 MILES IN EXCESS OF 175 MILES GRANT ADDITIONAL DAYS OF TRAVEL IN ACCORDANCE WITH REF L.

2.C. ORDERS GENERATION, SEE REF B.

2.C.1. ENSURE DEPLOYING PERSONNEL ORDERS CONTAIN VALIDATED ULNS AS SHOWN IN PARA 1.B.

2.C.2. WHEN ISSUING AND MODIFYING ORDERS UNITS MUST ENSURE THAT MEMBERS' ORDERS AUTHORIZE PER DIEM AND SELECT "FOR FURTHER ASSIGNMENT" IOT CAPTURE EACH LEG OF TRAVEL AND PER DIEM AUTHORIZATION. PER DIEM IS AUTHORIZED BASED UPON THE AVAILABILITY AND ASSIGNMENT OF GOVERNMENT QUARTERS AND MESSING WHILE AT THE HTC, ILOC, A/POE, A/POD, AND/OR GFC'S LOCATION. DUE TO THE DIFFERENT ENTITLEMENTS THAT MAY BE AUTHORIZED AT EACH LOCATION, IT IS IMPERATIVE THAT MEMBERS RECEIVE DETAILED REPORTING/DETACHING ENDORSEMENTS FOR ANY LOCATION THAT WOULD EFFECT THEIR PER DIEM. ENSURE PID CODES FOR TRAVEL AND PER DIEM ARE SELECTED PER PARA 5.A.

2.C.3. NON-TEMPORARY STORAGE (NTS) OF HOUSE HOLD GOODS (HHG)
2.C.3.A. MARINES MAY BE ENTITLED TO NTS OF HHG DURING THE PERIOD OF ACTIVATION/DEPLOYMENT. SHIPMENT OF HHG FOR PERSONAL COMFORT AND WELL BEING UP TO THE STANDARD WEIGHT ALLOWANCES IAW THE JFTR MAY ALSO BE AUTHORIZED. THE FOL APPROPRIATION DATA IS PROVIDED FOR HHG (SHIPMENT AND STORAGE):

FY-03 AA 1731106.27A0 000 67892 067433 2D 000000 67892XXXXXXX

XXXXXXX EQUALS LAST 7 DIGITS OF SDN

FY-04 AA 1741106.27A0 000 67892 067433 2D 000000 67892XXXXXXX

XXXXXXX EQUALS LAST 7 DIGITS OF SDN

STANDARD DOCUMENT NUMBER (SDN) TO BE CITED IS AS FOL:

M6789203MDNT009

2.C.3.B. UNITS MUST SUBMIT A LIST OF NON-TEMP STORAGE OF HHG STANDARD DOCUMENT NUMBERS WITH OBLIGATION AMOUNTS TO THE MFR COMPTROLLER TO BE OBLIGATED IN THE ACCOUNTING SYSTEM. FOR QUESTIONS, CALL DSN 678-6027.

2.D. MISCELLANEOUS ADMIN/PERSONNEL GUIDANCE

2.D.1. MEMBERS WITH MORE THAN 16 YEARS ACCUMULATIVE ACTIVE FEDERAL SERVICE, SEE REF B.

2.D.2. MEMBERS SERVING ON ADOS UPON MOBILIZATION, WILL BE PROCESS PER REF B.

2.D.3. DELAY, DEFERMENT, AND EXEMPTION (DD&E) (PER REF G).

2.D.3.A. MEMBERS REQUESTING DELAY WILL NOT BE ACTIVATED UNTIL ADJUDICATION OF THEIR REQUEST PER REF G.

2.D.3.B. MEMBERS REQUESTING DEFERMENT WILL NOT BE ACTIVATED UNTIL ADJUDICATION OF THEIR REQUEST PER REF G.

2.D.3.C. MEMBERS REQUESTING EXEMPTION WILL NOT BE ACTIVATED UNTIL ADJUDICATION OF THEIR REQUEST PER REF G.

2.D.3.D. PER REF G, MARINES SUBMITTING A REQUEST FOR DD&E WILL BE AUTHORIZED A DELAY (NOT ACTIVATED) UNTIL ADJUDICATION OF THEIR PACKAGE. IF A MEMBER IS INADVERTENTLY ACTIVATED; HOWEVER, NOT YET DEPLOYED TO THE ILOC/GFC, AND DESIRES TO SUBMIT A DD&E PACKAGE, THE MEMBER WILL REMAIN AT THE HTC UNTIL ADJUDICATION OF THE MEMBER'S REQUEST. ONCE A MEMBER HAS DEPLOYED TO THE ILOC/GFC, A REQUEST FOR DELAY, DEFERMENT, OR EXEMPTION MAY NOT BE PROCESSED. IN CASES SUCH AS THIS, ONLY A HUMS REQUEST OR A REQUEST FOR EARLY DEACTIVATION MAY BE CONSIDERED.

2.D.4. USMCR MEMBERS THAT DECLARE THEMSELVES CONSCIENTIOUS OBJECTOR STATUS OR HOMOSEXUAL

2.D.4.A. IF THE MEMBER'S UNIT HAS NOT YET BEEN ACTIVATED, AND THE MEMBER MAKES A DECLARATION, THEN THE UNIT WILL INITIATE THE PACKAGE PER REGULATING DIRECTIVES. IF/WHEN FINAL ADJUDICATION IS RECEIVED BY CMC, TAKE APPROPRIATE ACTIONS TO DISCHARGE THE MARINE.

2.D.4.B. IF THE MEMBER'S PACKAGE HAS BEEN INITIATED, YET PRIOR TO RECEIVING THE FINAL ADJUDICATION FROM CMC, THE MEMBER'S UNIT IS ACTIVATED, THEN IMMEDIATELY MODIFY/ISSUE THE MEMBER ACTIVATION ORDERS INDICATING "FOR FURTHER ASSIGNMENT" TO HQBN, MFR, NEW ORLEANS; GOVT QTRS/MESS DIRECTED IF AVAIL. ENSURE THAT THE ISSUED ACTIVATION ORDERS WILL PROCURE THE MEMBER'S FLIGHT TICKET TO NOLA. MEMBERS MUST ARRIVE WITH ALL SUPPORTING DOCUMENTATION COMPLETED, WORKING AND/OR SUBMITTED. IMMEDIATELY NOTIFY THE MARFORRES COMMAND DUTY OFFICER VIA E-MAIL (MARFORRES CDO) OR PHONE (504-678-8701) AS WELL AS THE MSC OF THE MEMBER'S INFORMATION, FLIGHT ITINERARY ETC.

2.D.4.C. IF A MEMBER MAKES A DECLARATION AFTER HIS/HER UNIT IS ACTIVATED, THEN IMMEDIATELY MODIFY/ISSUE THE MEMBER ACTIVATION ORDERS INDICATING "FOR FURTHER ASSIGNMENT" TO HQBN, MFR, NEW ORLEANS; GOVT QTRS/MESS DIRECTED IF AVAIL. ENSURE THAT THE ISSUED

ACTIVATION ORDERS WILL PROCURE THE MEMBER'S FLIGHT TICKET TO NOLA. IMMEDIATELY NOTIFY THE MARFORRES COMMAND DUTY OFFICER VIA E-MAIL (MARFORRES CDO) OR PHONE (504-678-8701) AS WELL AS THE MSC OF THE MEMBER'S INFORMATION, FLIGHT ITINERARY ETC.

2.D.5. PER REF G, A MEMBER CONFIRMED AS HIV POSITIVE WILL NOT BE ACTIVATED. EVEN IF THE MEMBER MAKES A DECLARATION OF BEING A CONSCIOUS OBJECTOR OR HOMOSEXUAL. MEMBERS IN THIS CATEGORY WILL BE ADJUDICATED PER REF G.

2.D.5. MEMBERS NOT REPORTING, SEE REF B.

2.D.6. UNSAT PARTICIPANTS REPORTING FOR DUTY, SEE REF B.

2.D.7. WOMEN IN COMBAT RESTRICTED UNITS, SEE REF Z.

2.D.8. MEMBERS THAT EXCEED HEIGHT/WEIGHT STANDARDS, SEE REF B.

2.D.9. MEMBERS IN A TNPQ STATUS, SEE REF B.

2.D.10. REQUEST TO DEPLOY SITE SUPPORT AC/RC PERSONNEL WITH THE ACTIVATED UNIT WILL BE SUBMITTED PER REF B.

2.D.11. CIVILIAN EMPLOYER DATA REPORTING, SEE REF B. ALTHOUGH A RESERVE MEMBER CANNOT BE REQUIRED TO PROVIDE EMPLOYER DATA, PARTICIPATION IS HIGHLY ENCOURAGED. USE THE FORM LOCATED WITHIN DEFENSE MANPOWER DATA CENTER WEBSITE

[HTTPS:WWW.DMDDC.OSD.MIL/SWG/OWA/WEBGUARD.LOGIN?APPL=9018](https://www.dmddc.osd.mil/swg/owa/webguard.login?appl=9018) (LOWER CASE). THE INDIVIDUAL MARINE CAN LOGIN AND ENTER HIS/HER EMPLOYER INFORMATION OR A PRINTED FORM CAN BE FILLED OUT AND A CLERK LOGIN THE MARINE AND ENTER THE INFO.

3. LOGISTICS

3.A. SUPPLY/EQUIPMENT

3.A.1. INDIVIDUAL EQUIPMENT. DEPLOYING FORCES WILL DEPLOY WITH APPROPRIATE T/O WEAPONS AND INDIVIDUAL COMBAT CLOTHING AND EQUIPMENT (ICCE).

3.A.2. MOBILIZED NAVAL RESERVE/MAP PERSONNEL. DEPLOYING FORCES WILL ENSURE THAT ADEQUATE ICCE, INDIVIDUAL WEAPONS, AND NBC INDIVIDUAL PROTECTIVE EQUIPMENT (IPE) IS MADE AVAILABLE TO SUPPORT ASSIGNED NAVAL RESERVE/MAP PERSONNEL.

3.A.3. PROPERTY RECORDS OF DEPLOYING UNIT EQUIPMENT WILL BE TRANSFERRED IAW REF AF.

3.A.4. UNIT WILL DEPLOY WITH ON HAND T/A EQUIPMENT ONLY. ANY REMAINING T/A DEFICIENCIES WILL BE REPORTED TO DC I&L VIA MARFORCOM FOR VALIDATION/SOURCING.

3.A.5. TYPE III DESERT CAMMIE UNIFORM SUPPORT WILL BE PROVIDED BY MFR G-4 STAP AT THE HTC PRIOR TO MOVEMENT.

3.B. EMBARKATION/TRANSPORTATION

3.B.1. TRANSPORTATION OF NAVY PROGRAM NINE. COMNAVRESFOR IS RESPONSIBLE FOR TRANSPORTATION OF MOBILIZED/ACTIVATED NAVAL RESERVE PERSONNEL. THESE PERSONNEL WILL BE PROCESSED FOR ACTIVE DUTY THROUGH NAVAL MOBILIZATION PROCESSING SITES LOCATED AT EITHER RSU CAMP LEJEUNE OR RSU CAMP PENDLETON. NAVAL RESERVE PERSONNEL THAT ARE ACCOMPANYING USMCR UNITS WILL JOIN THEM AT THEIR DESIGNATED ILOC. COMMARFORRES WILL ESTABLISH AN NAVY PROGRAM NINE COORDINATOR AT EACH RSU. THEY CAN BE REACHED AT:

3.B.1.A. EAST COAST NRP-9 COORDINATOR: CELL (504) 914-6786

3.B.1.B. WEST COAST NRP-9 COORDINATOR: CELL (504) 914-9210

3.B.2. CARGO

3.B.2.A. DEPLOYING FORCES WILL ENSURE CARGOES ARE BUILT IN MDSS II WITH PROPER ASSOCIATIONS.

3.B.2.B. DEPLOYING FORCES WILL CONSTRUCT APPROPRIATE CARRIERS IN CARRIER TABLE.

3.B.2.C. UNITIZED/PALLETIZED AND VEHICULAR CARGOES WILL BE SOURCED TO CARRIERS (I.E. COML TRACTOR-TRAILER, BUS, GME, COML AIR, ETC.),

VIA UDL WORKBENCH.

3.B.2.D. ENSURE RESERVE MOBILIZATION TRANSPORTATION PLAN (RMTP) PICTORIAL DIAGRAMS ARE COMPLETED IAW MDSSII DATA.

3.B.2.E. COORDINATE WITH LOCAL TRAFFIC MANAGEMENT OFFICER (TMO) IN ORDER TO SCHEDULE TRANSPORTATION AND OBTAIN INITIAL COST ESTIMATE FOR TOT.

3.B.2.F. ONLY THOSE CARGOES LISTED IN TPFDD ARE AUTHORIZED MVMNT.

3.B.2.G. SUBMIT TOT REQUEST WITH COST ESTIMATE TO COMMARFORRES G-4 TMO VIA TOT DATABASE. UNIT IS ALSO REQUIRED TO MARK TOT REQUEST FOR MOBILIZATION, PROVIDE ULN, ATTACH MDSSII CONSTRUCTED AS PER PAR 3.B.2 THRU 3.B.2.F.. TO COMMARFORRES G-4 SMO TOT REQUEST AS .PEX FILE WITH RMTP PICTORIAL DIAGRAMS ATTACHED AS .ZIP FILE.

3.B.2.H. UPON RECEIPT OF MDSSII AND RMTP PICTORIAL DIAGRAMS, COMMARFORRES G-4 TMO WILL APPROVE TOT REQUEST AND WILL ATTACH TAC CODE FOR APPROPRIATION.

3.B.2.I. UNITS WILL PROVIDE TOT TRANSPORTATION DEPARTURE FORECAST BY DAY AS PROVIDED BY LOCAL TMO I.E. FOR EXAMPLE, (12) TRUCKS ON DAY ONE, (12) TRUCKS ON DAY TWO, ETC. TO SMO ORGANIZATIONAL MAILBOX SMO@MFR.USMC.MIL <MAILTO:SMO@MFR.USMC.MIL>.

3.B.2.J. UNITS WILL PROVIDE DEPARTURE REPORT WITHIN 1 HOUR OF DEPARTURE OF EACH TRANSPORTATION MISSION TO SMO ORGANIZATIONAL MAILBOX: SMO@MFR.USMC.MIL <MAILTO:SMO@MFR.USMC.MIL> IN ACCORDANCE WITH COMMARFORRES MESSAGE 190713Z NOV 01 PARAGRAPH 15. DEP RPTS WILL INCL NOT ONLY THAT CARGO DEPARTING VIA TOT BUT PAX VIA SMALL GROUP TRAVEL (SGT), LARGE GROUP TRAVEL (LGT), COML CHARTER, BUS, GME, ETC.

3.B.2.K. DEPLOYING FORCES WILL ENSURE CARGOES WITH UNIQUE HANDLING REQUIREMENTS (DEADLINED OR DAMAGED EQUIPMENT THAT CANNOT BE REPLACED PRIOR TO TRANS, HAZARDOUS MATERIALS, BONDED CARGOES, ETC.) IS IDENTIFIED IN DEPARTURE REPORTS. DEPLOYMENT DEPARTURE/ARRIVAL REPORT AVAILABLE AT SMO HOMEPAGE.

3.B.2.L. DEPLOYING FORCES WILL ATTACH .PEX FILES FOR EACH MISSION WITH DEPARTURE REPORTS SUBMITTED TO COMMARFORRES G-4 SMO.

3.B.3. PASSENGERS

3.B.3.1. LARGE GROUP TRAVEL (LGT). DEFINED AS 21 PASSENGERS OR MORE.

3.B.3.A.1. AIR TRANSPORTATION. DEPLOYING FORCE WILL SUBMIT TOP REQUESTS TO COMMARFORRES G-4 TMO, VIA THE TOP DATA BASE IAW THE TPFDD. COMMARFORRES G-4 TMO WILL SCHEDULE THE CARRIER TO ARRIVE AT AN AIRPORT AS REQUESTED BY THE DEPLOYING FORCE.

3.B.3.A.2. GROUND TRANSPORTATION. DEPLOYING FORCE WILL COORDINATE WITH LOCAL TMO TO ARRANGE FOR COMMERCIAL GROUND TRANSPORTATION AND OBTAIN A COST ESTIMATE. IF NO TMO IS AVAILABLE LOCALLY, COMMARFORRES G-4 TMO WILL ASSIST THE DEPLOYING UNIT TO EFFECT TRANSPORTATION. DEPLOYING FORCE WILL SUBMIT TOP REQUESTS WITH COST ESTIMATE TO COMMARFORRES G-4 TMO, VIA THE TOP DATA BASE IAW THE TPFDD.

3.B.3.B. SMALL GROUP/INDIVIDUAL TRAVEL (SGT). DEFINED AS 20 PASSENGERS OR LESS.

3.B.3.B.1. DEPLOYING FORCES REQUEST INDIVIDUAL TRAVEL RESERVATIONS WITH COMMARFORRES COMMERCIAL TICKET OFFICE (CTO) UPON NOTIFICATION TO DEPLOY. CONTACT CAN BE MADE DURING NORMAL WORKING HOURS (0800-1630) CENTRAL STANDARD TIME (CST) BY PHONE 1-504-944-5111 OR FAX 1-800-639-7459. UNITS WILL SEND ITINERARIES TO SMO ORGANIZATIONAL MAIL BOX AS SOON AS TRANSPORTATION IS ARRANGED.

3.B.3.B.2. ALL SMALL GROUP/INDIVIDUAL TRAVEL WILL BE SCHEDULED TO ARRIVE AT THE FOLLOWING CIVIL AIRPORTS:

3.B.3.B.2.A. FORCES USING CAMP LEJEUNE AS AN ILOC WILL USE WILMINGTON INTERNATIONAL (KILM), WILMINGTON, NC.

3.B.3.B.2.B. FORCES USING CAMP PENDLETON AS AN ILOC WILL USE SAN DIEGO INTERNATIONAL, LINDBERG FIELD (KSAN), SAN DIEGO, CA.

3.B.3.B.2.C. FORCES USING MCTFTC, CA (TWENTYNINE PALMS) AS AN ILOC WILL USE ONTARIO AIRPORT (ONT), ONTARIO, CA.

3.B.3.B.3. COMMARFORRES TMO WILL CAPTURE ITINERARIES AND COORDINATE WITH COMMARFORRES RECEPTION SUPPORT TEAM (RST) AT CLNC OR CPCA FOR FOLLOW-ON TRANS TO THE GFC.

3.C. HEALTH SERVICE SUPPORT

3.C.A. MEDICAL/DENTAL

3.C.A.1. DEPLOY FORCE W/MED AND DENTAL RECORDS. ENSURE ALL DEPLOYING PERSONNEL ARE MED/PHYSICALLY QUAL FOR OVERSEAS DEPLM. RPT TO COMUSMARCENT FOR AOR SPECIFIC PREDEPLM MEDICAL REQR.

3.C.A.2. ENSURE THAT IMMUNIZATIONS ARE UP TO DATE, TO INCLUDE HEPATITIS A, INFLUENZA, MMR, POLIO, TD, TYPHOID, YELLOW FEVER, AND HEPATITIS B FOR THOSE PERS COND SCTY OPS AT OCCUPATIONAL RISK.

3.C.A.3. HAVE CURRENT AUDIOGRAM, PPD, HIV, G6PD, AND SICKLE CELL TRAIT TEST RESULTS ON FILE IN MEDICAL RECORD.

3.C.A.4. ENSURE MEMBERS HAVE A CURRENT PHYSICAL, ARE DENTAL CLASS 1 OR 2, AND DNA SPECIMEN OBTAINED; POSSESS PRESCRIPTION EYE GLASSES (2 PAIR), MEDICAL WARNING TAG, AND GAS MASK INSERTS (ONE AIR), OCCUPATIONAL HEALTH PERSONAL PROTECTIVE EQUIPMENT RESPIRATORY, OPTICAL, AND HEARING PROTECTION) AS NEEDED.

3.C.A.5. ENSURE MEMBERS BRING SUFFICIENT MEDICATION FOR DURATION OF DEPLOYMENT.

3.C.A.6. BPT COMPLY WITH REF R, SPECIFICALLY RECEIPT OF PRE-DEPLM FHP BRIEF AND COMPLETION OF PRE- (DD FORM 2795) AND POST-DEPLM HEALTH SCREENING QUESTIONNAIRES.

3.C.A.7. HEALTH THREAT/COUNTERMEASURES BRIEFING, QUALIFIED PERSONNEL MUST INFORM ALL DEPLOYERS OF ANTICIPATED HEALTH THREATS AND RELEVANT COUNTERMEASURES, INCL THE FOL:

3.C.A.7.A. ENDEMIC DISEASES

3.C.A.7.A.1. ACUTE DIARRHEAL DISEASES

3.C.A.7.A.2. CHOLERA

3.C.A.7.A.3. VECTOR-BORNE DISEASES OTHER THAN MALARIA

3.C.A.7.A.4. MALARIA. VARIABLE RISK IN CERTAIN AREAS.

3.C.A.7.A.5. TUBERCULOSIS

3.C.A.7.A.6. RABIES

3.C.A.7.A.7. SEXUALLY TRANSMITTED DISEASES (STD'S)

3.C.A.7.A.8. MENINGOCOCCAL MENINGITIS

3.C.A.7.A.9. SCHISTOSOMIASIS

3.C.A.7.B. ENVIRONMENTAL HEALTH THREATS

3.C.A.7.B.1. TOPOGRAPHY AND CLIMATE

3.C.A.7.B.2. CONTAMINATION AND POLLUTION

3.C.A.7.B.3. DANGEROUS FLORA AND FAUNA

3.C.A.7.C. OCCUPATIONAL HEALTH THREATS

3.C.A.7.D. COMBAT AND DEPLOYMENT-RELATED STRESS

3.C.A.7.E. INJURIES (WORK AND RECREATIONAL)

3.C.A.7.F. FOOD AND WATER SAFETY

3.C.A.7.G. FIELD SANITATION AND PERSONAL HYGIENE

3.C.A.7.H. CRIME AND TERRORISM, INCLUDING NUCLEAR, BIOLOGICAL AND CHEMICAL THREATS.

3.C.A.7.I. ADDITIONAL INFO AVAIL IN REF S.

3.C.A.8. FOOD AND WATER SOURCES. ALL WATER (INCLUDING ICE) IS CONSIDERED NON-POTABLE UNTIL TESTED AND APPROVED BY APPROPRIATE MEDICAL PERSONNEL. NO BULK FOOD SOURCES WILL BE UTILIZED UNLESS INSPECTED AND APPROVED BY U.S. VETERINARY PERSONNEL. COMMANDERS WILL ENSURE THAT THE NECESSARY SECURITY IS IN PLACE TO PROTECT WATER

AND FOOD SUPPLY AGAINST TAMPERING. MEDICAL PERSONNEL WILL PROVIDE CONTINUAL VERIFICATION OF QUALITY AND PERIODIC INSPECTION OF STORAGE FACILITIES.

3.C.A.9. ANTHRAX VACCINE INOCULATION PROGRAM (AVIP). IAW REFS T AND U, ALL DEPLOYING PERS TO HIGH THREAT AREAS (HTA) MUST COMPLETE THREE-SHOT SERIES PRIOR TO DEPLOYMENT. PRIOR TO DEPARTING THE HTC, AT LEAST ONE ANTHRAX VACCINATION MUST BE ADMINISTERED. IF THIS IS NOT FEASIBLE, ADMINISTER ONE ANTHRAX VACCINATION UPON ARRIVAL TO GFC AND/OR ILOC PRIOR TO DEPLOYMENT OCONUS. THIS IS NECESSARY TO COMPLETE THE THREE-SERIES SHOT BEFORE ARRIVAL IN HTA.

3.C.A.10. FOOT AND MOUTH DISEASE (FMD) ALERT. ALL DOD-SPONSORED AND/OR EQUIPMENT MOVING WITHIN OR EXITING FROM A FMD-AFFECTED REGION WILL COMPLY WITH REF V AND THE LATEST FMD GUIDANCE PROVIDED BY THE RESPECTIVE HOST NATION AS LONG AS SAID GUIDANCE IS CONSISTENT WITH THE GUIDANCE ON SOVEREIGN IMMUNITY FOUND IN REFS V AND W, AS WELL AS ANY SPECIAL GUIDANCE ON SOVEREIGN IMMUNITY OF US AIRCRAFT AND FMD RECEIVED FROM OSD, THE THEATER COMMANDER, AND USDA. A LISTING OF CURRENT FMD-FREE COUNTRIES (AND MAP) MAY BE FOUND IN THE OFFICE OF INTERNATIONAL EPIZOOTIC (OIE) WEBSITE [HTTP://WWW.OIE.INT/ENG/INFO/EN](http://www.oie.int/eng/info/en) (UNDERLINE)FMD.HTM. ANY COUNTRY NOT LISTED AS COMPLETELY OR PARTIALLY FMD-FREE SHOULD BE CONSIDERED TO POTENTIALLY HAVE THE DISEASE AGENT, AND APPROPRIATE PRECAUTIONS SHOULD BE TAKEN TO PREVENT TRANSPORTING THE AGENT BACK TO CONUS. ADDITIONAL INFORMATION IS CONTAINED IN REF X.

3.C.A.11. SMALLPOX VACCINATION PROGRAM (SVP). REF AC.

3.C.A.11.A. UNIT COMMANDERS ARE DIRECTED TO SCHEDULE VACCINATIONS OF ALL PERSONNEL NO EARLIER THAN (NET) 48 HOURS AND NO LATER THAN (NLT) 24 HOURS PRIOR TO DEPLOYING OCONUS. IDENTIFY SPV REQUIREMENTS AND REPORT THIS REQUIREMENT TO THE MARFORRES HEALTH SERVICES SUPPORT (MFR/HSS) POINT OF CONTACT COMM (504) 678-0467, DSN 678-0467. FOR THOSE UNITS REPORTING TO INITIAL LOCATION (ILOC) FOR OCONUS PROCESSING, SVP WILL BE ADMINISTERED PER REF AC, AT THE ILOC PRIOR TO DEPLOYMENT.

3.C.A.11.B. FOR THOSE DEPLOYING DIRECTLY FROM A RESERVE TRAINING CENTER (HTC) OR NAVY MOBILIZATION PROCESSING SITE (NMPS) AND NOT PROCESSING THROUGH AN ILOC, SPV WILL BE ADMINISTERED AT THE NEAREST MEDICAL TREATMENT FACILITY (MTF) NET 48 HOURS AND NLT 24 HOURS PRIOR TO ACTUAL DEPLOYMENT IAW REF AC. COMMAND SVP COORDINATOR MUST CONTACT MFR/HSS POC FOR IDENTIFICATION OF DIRECT DEPLOYERS AND TO ORDER SPV, IF NECESSARY.

4. COMMUNICATIONS - ENSURE COMMAND AND CONTROL IS MAINTAINED AT ALL TIMES.

4.A. AUTODIN/DMS - FOR INFORMATION ON CREAING PLA'S/DN'S ACCESS THE MFR INTRANET PAGE [HTTPS://HQ.MFR.USMC.MIL/COMMCENTER/DEFAULT.HTM](https://hq.mfr.usmc.mil/commcenter/default.htm) AND READ THE ANNEX K OF REF L. ACCESS TO DMS WHILE IN TRANSIT WILL BE VIA DIAL-IN CAPABILITY ONLY. READ THE INSTRUCTIONS ON THE WEBSITE AND IN THE CHAPTER TO GAIN ACCESS TO DMS AT THE GFC.

4.B. CELL PHONES AND CALLING CARDS WILL BE USED IN TRANSIT, BUT MUST BE SENT TO THE HTC'S SITE SUPPORT STAFF UPON REACHING THE GFC.

4.C. ACCESS TO EMAIL DURING TRANSIT IS COVERED IN THE ANNEX.

4.D. EKMS ISSUES SHOULD BE DIRECTED TO THE LOCAL CUSTODIAN AND THEN TO THE MFR G-6, MS HILDEBRANDT, HILDEBRANDTGA@MFR.USMC.MIL, (504) 678-4234. ADDITIONAL EQUIPMENT AND KEY MUST BE IDENTIFIED IMMEDIATELY. COMSEC EQUIPMENT WILL BE SHIPPED ONLY BY DIRECTION OF COMMARFORRES (AC/S G-6/G-4) USING PROCEDURES DEFINED IN CMS 21A. KG-175'S, STU-III TELEPHONES AND STE'S ARE SITE SUPPORT EQUIPMENT AND WILL NOT BE DEPLOYED WITHOUT AUTHORIZATION FROM MARFORRES G6.

4.E. ALL RNET ASSETS, (FOR EXAMPLE CISCO ROUTERS, SWITCHES, AND

PHONES SYSTEMS) WILL REMAIN AT THE HTC.

4.F. IF THE SITE SUPPORT STAFF IS MOBILIZED TO SUPPORT THE HTC THEN A MINIMUM OF THREE DESKTOP COMPUTERS WILL BE LEFT BEHIND TO SUPPORT THEIR MISSION. CALL (504) 678-6346 WITH REQUIREMENTS FOR ADVANCE FIELDING OF COMPUTER ASSETS.

5. COMPTROLLER/FISCAL

5.A. FOR FISCAL TRACKING PURPOSES, MOB SEQ 1045 WILL BE CONSIDERED ISO OF CG II MEF (COMMARFORCOM). FOLLOW INSTRUCTIONS ON PAR 5.C, BELOW FOR ORDER GENERATION.

5.B. IAW REF AB, UNITS DEPLOYING ISO CG, I MEF OR COMMARFORPAC, ARE FUNDED USING OPERATIONS AND MAINTENANCE MARINE CORPS (O&MMC) APPROPRIATION THROUGH SUB-OPERATING BUDGET M67894 ESTABLISHED BY COMMARFORPAC. ORDER WRITERS MUST ENSURE TO SELECT THE "MOB" PID FOR PAY AND ALLOWANCES AND THE "MAP" PID FOR PER DIEM AND TRAVEL IOT ENSURE FUNDS ARE OBLIGATED AGAINST THIS SUB-OPERATING BUDGET. REFER TO REF AB FOR SPECIFIC GUIDELINES.

5.C. UNITS DEPLOYING ISO CG, II MEF OR COMMARFORCOM ARE FUNDED THROUGH SUB-OPERATING BUDGET M67892 ESTABLISHED BY COMMARFORCOM. ORDER WRITERS MUST ENSURE TO SELECT THE "MOB" PID PAY AND ALLOWANCES AND THE "MOB" PID FOR PER DIEM AND TRAVEL IOT ENSURE FUNDS ARE OBLIGATED AGAINST THE COMMARFORCOM SUB-OPERATING BUDGET. REFER TO REF AB FOR SPECIFIC GUIDELINES.

5.C. PEACE-TIME WAR-TIME SUPPORT TEAM (PWST) PERSONNEL AND USMCR UNITS/DETS ACTIVATED IN SUPPORT OF OPERATION ENDURING FREEDOM WILL BE FUNDED BY MARFORRES AND REIMBURSED BY HQMC. ORDER WRITERS MUST ENSURE THAT THE "MOB" PID IS SELECTED FOR PAY AND ALLOWANCES. "OTHER SPONSOR FUNDING" WILL BE SELECTED FOR PER DIEM AND TRAVEL. THE UNIT MUST FUND FOR THE PER DIEM AND TRAVEL OF PWST PERSONNEL AND USMCR MARINES THAT RESIDE OR COMMUTE FROM OUTSIDE THE REASONABLE COMMUTING DISTANCE TO THE HTC (50 MILE RADIUS IN ABSENCE OF ESTABLISHED POLICY). THE HTC SHOULD ASSIGN AN 1107 (O&M, MCR) DOCUMENT NUMBER TO THE PER DIEM AND TRAVEL PORTIONS OF THESE ORDERS. THESE DOCUMENT NUMBERS ONCE OBLIGATED IN SABRS, SHOULD BE SUBMITTED TO THE MSC FISCAL COORDINATORS FOR FURTHER SUBMISSION TO THE MFR COMPTROLLER FOR REIMBURSEMENT BY HQMC.

5.D. IDENTIFY/COORDINATE FUNDING DEFICIENCIES WITH MARFORRES COMPTROLLER VIA MSC COMPTROLLER. REFER ANY QUESTIONS FOR MOBILIZATION FUNDING TO DSN: 678-6027, COMM: (504)678-6027.

5.F. GOVERNMENT ISSUED CREDIT CARDS

5.F.1. GTCC CARDS. THE AGENCY PROGRAM COORDINATOR (APC) OF ACTIVATED UNITS WILL COORDINATE WITH THE GFC APC FOR TRANSFER OF HIERARCHIES. THOSE MEMBERS WITHOUT A GTCC WILL APPLY FOR A CARD WITH THE APC OF THE GFC.

5.F.2. ALL OTHER PURCHASE CARDS. INDIVIDUALS OR UNITS POSSESSING ANY TYPE OF GOVERNMENT-ISSUED CREDIT CARDS (GCPC, COPAC, POL, ETC.) WILL SURRENDER THEM IAW ANNEX V OF REF L AND REF AB.

6. PUBLIC AFFAIRS. THE PUBLIC AFFAIRS POSTURE IS ACTIVE. MARFORRES PAO WILL COORDINATE WITH THE UNIT FOR MEDIA COVERAGE OF THE ACTIVATION. RESERVE RELATED QUERIES CAN BE FORWARDED TO (504)678-0700 OR (504)678-4177. THE FOLLOWING STATEMENT IS APPROVED FOR USE: "(UNIT/DET NAME) HAS BEEN CALLED TO ACTIVE DUTY IN SUPPORT OF OPERATION ENDURING FREEDOM. REFER MISSION RELATED QUERIES TO MARCENT PAO AT 011-973-825-310 EXT 0715.

6.A. REVIEW REF L AND M. IT IS RECOMMENDED THAT INFORMATION ON WHAT CAN AND CANNOT BE SAID TO THE MEDIA AND THE PUBLIC AFFAIRS GUIDANCE FOR FAMILIES (IN REF M) BE PROVIDED TO ALL MEMBERS.

6.B. ALL MFR PERSONNEL SHOULD ATTEMPT TO MEET THE FOLLOWING KEY

COMMUNICATION OBJECTIVES DURING MEDIA OPPORTUNITIES REGARDLESS OF THE QUESTIONS ASKED:

- WE'RE READY TO GO.
- MOBILIZATION READINESS IS OUR NUMBER ONE PRIORITY, ALL THE TIME.
- WE APPRECIATE THE SUPPORT OF OUR FAMILIES AND EMPLOYERS.

6.C. THE FOLLOWING INFORMATION THAT MAY BE DISCUSSED/RELEASED TO CIVILIAN MEDIA UNLESS OTHERWISE CLASSIFIED:

- CURRENT UNIT MISSION;
- UNIT'S KNOWN CAPABILITIES;
- APPROX SIZE OF THE UNIT;
- APPROX AMOUNT AND GENERAL DESCRIPTION OF EQUIPMENT ASSIGNED TO THE UNIT;
- UNCLASSIFIED EXERCISES AND OPERATIONS THAT THE UNIT HAS PREVIOUSLY PARTICIPATED IN.

6.D. MFR PERSONNEL MUST NOT:

- SPECULATE REGARDING WHICH MFR UNITS OR INDIVIDUALS MAY BE ACTIVATED/RECALLED;
- SPECULATE WHEN MFR UNITS OR INDIVIDUALS MAY BE ACTIVATED/RECALLED;
- SPECULATE WHAT MISSIONS OR TASKS MFR UNITS OR INDIVIDUALS MAY BE CALLED UPON TO PERFORM;
- SPECULATE WHERE MFR UNITS MAY DEPLOY OR OPERATE;
- SPECULATE ON ANY ASPECT OF POTENTIAL FUTURE OPERATIONS RESULTING FROM THE EVENTS OF 11 SEP 01 OR THE CURRENT PARTIAL MOBILIZATION AUTHORIZATION; AND
- RELEASE INFORMATION THAT IS CLASSIFIED.

6.E. ACTIVATED PERSONNEL SHOULD FILL OUT FLEET HOME TOWN NEWS RELEASE FORMS (NAVSO 5724/1). IN BLOCK 23 LIST EVENT AS "MOBILIZED FOR OPERATION ENDURING FREEDOM." FORMS CAN BE FOUND AT [HTTP:WWW.CHINFO.NAVY.MIL/NAVPALIB/CHINFO/FHTNC.HTML](http://WWW.CHINFO.NAVY.MIL/NAVPALIB/CHINFO/FHTNC.HTML).

6.F. ESGR. SUPPORT OF CIVILIAN EMPLOYERS IS A KEY COMPONENT OF MOBILIZATION READINESS AND SUCCESS. COMMANDING OFFICERS MUST ENSURE THE APPROPRIATE EMPLOYER SUPPORT OF THE GUARD AND RESERVE (ESGR) STATE/LOCAL COMMITTEE REPRESENTATIVE IS PROMPTLY NOTIFIED OF THE UNIT'S ACTIVATION AND THAT ALL MARINES ARE PROPERLY INFORMED OF THE MISSION AND ROLE OF THE ESGR AS WELL AS THEIR RIGHTS AND RESPONSIBILITIES UNDER USERRA. THE NATIONAL COMMITTEE FOR THE ESGR CAN BE REACHED AT 1-800-336-4590 OR WWW.ESGR.ORG. MARFORRES POC FOR ESGR ISSUES CAN BE REACHED AT (504)678-0707.

7. FAMILY READINESS. MARINES AND FAMILY MEMBERS WITH QUESTIONS REGARDING PERSONAL OR FAMILY SUPPORT MAY CONTACT THE FRO OR KVC AT ANY MARINE CORPS HTC OR ONE OF THE FAMILY SERVICE CENTERS LOCATED AT ANY MAJOR MARINE CORPS, ARMY, AIR FORCE, OR NAVY INSTALLATION.

7.A. WEST OF THE MISSISSIPPI RIVER (INCLUDING WISCONSIN) CALL MCB CAMP PENDLETON, CA 1-800-845-2131 OR 1-800-253-1624.

7.B. EAST OF THE MISSISSIPPI RIVER (MINUS WISCONSIN) CALL MCB QUANTICO, VA 1-800-336-4663.

7.C. FAMILY READINESS INFORMATION IS ALSO AVAILABLE ON THE MARFORRES WEBSITE WWW.MFR.USMC.MIL AND THEN CLICKING ON COMMUNITY.

8. REPORTS

8.A. UNITS/DETS IDENTIFIED IN PARA 1.B. MUST REPORT READINESS TO ACTIVATE MOBMCC VIA MOST EXPEDITIOUS MEANS BY E-MAIL, PHONE, OR FAX TO POC. MISSA ACTIONS TO ACTIVATE MOBMCC WILL NOT OCCUR UNTIL THIS REPORT IS RECEIVED BY MFR.

8.B. REPORT ACTIVATION UPON COMPLETION OF MISSA ACTIVATION ACTION AND ALL MCTFS "JOIN" ACTIONS ARE COMPLETED (SEE EXAMPLE FROM APPENDIX 15 TO CHAPTER 8 OF REF L).

8.C. PERSONNEL STATISTICS (PERSTAT) REPORT. PER REF N, INITIAL PERSTAT REPORT IS DUE ASAP UPON RECEIPT OF REF A.

8.D. REPORT SORTS PER REF O (SEE EXAMPLE FROM APPENDIX 19 TO ANNEX U OF REF L):

8.D.1. ONCE THE UNIT HAS BEEN IDENTIFIED TO BE ACTIVATED.

8.D.2. WHEN THE UNIT IS ACTIVATED AT THE HTC (CHANGE OF STATUS).

8.D.3. WHEN THE UNIT DEPLOYS FROM HTC (CHANGE OF PRESENT LOCATION).

8.D.4. WHEN UNIT ARRIVES AND IS GAINED BY THE GFC (CHANGE OF COMMAND).

8.D.5. ENSURE PARENT COMMAND DELETES STRUCTURE, ASSIGNED PERS, AND EQUIPMENT IN SORTS WITHIN 24 HOURS OF ACTIVATION, AS OUTLINED IN REF O.

8.E. DEPARTURE REPORT - (DEP RPT). THE DEP RPT WILL BE SUB VIA E-MAIL 'SMO@MFR.USMC.MIL' PRIMARY, PHONE/FAX SECONDARY (504)678-5739/8409, DSN 678-XXXX NLT ONE HOUR AFTER EACH PIECE OF TRANSPORT DEPARTS HTC AND POE (I.E., EACH ACFT, TT, BUS, ETC.), REGARDLESS OF THE TYPE OF TRANSPORT USED (I.E., PAX VIA AIR, CARGO VIA OVERLAND, PAX VIA BUS, CARGO VIA RAIL, ETC.). DEPLM RPT IS TO BE TRANSMITTED BY REMAIN BEHIND PERSONNEL ACTING AS UNIT MOVEMENT CONTROL CENTER (UMCC).

8.F. ARRIVAL REPORT (ARR RPT). THE ARR RPT WILL BE SUB VIA E-MAIL 'SMO@MFR.USMC.MIL' PRIMARY, PHONE/FAX SECONDARY (504)678-5739/8409 DSN 678-XXXX. NLT TWO HOURS AFTER EACH PIECE OF TRANSPORT ARRIVES (I.E., EACH ACFT, TT, BUS, ETC.), REGARDLESS OF THE TYPE OF TRANSPORT USED (I.E., PAX VIA AIR, CARGO VIA OVERLAND, PAX VIA BUS, CARGO VIA RAIL, ETC.). UNIT WILL LIAISON WITH GFC DURING THE REPORT FOR PLANNING PROCESS IOT ENSURE CONNECTIVITY IS ARRANGED FOR TRANSMISSION OF THE ARR RPT.

8.G. SITUATION REPORT (SITREP) - NON-PERSTAT INFORMATION. PER CHAPTER 8, APPENDIX 20 TO REF L, SUBMIT CHANGES AS REQUIRED UNTIL DEPARTURE FROM HTC.//

BT

13. USMCR Commanding Officer Activation Report

Purpose. To provide an example of USMCR unit message reporting unit activation.

PATUZYUW RUCCMFK0001 0171000-UUUU--RHMFIUU.
ZNR UUUUU ZUI RHMMCA3119 0172210
P 171000Z JAN 03
FM THIRD CIVAFFAIRSGRU//SITE SUPPORT//
TO RHMFIUU/COMMARFORRES//COC/G3/G1/G4/G5/G6/COMT/SJA/PAO//
INFO RHMFIUU/CMC WASHINGTON DC//PP-O/M-RA/RA/PO/PL/MP/OLA/PA/LF//
RUEACMC/CMC WASHINGTON DC//PP-O/M-RA/RA/PO/PL/MP/OLA/PA/LF//
RHMFIUU/COMMARFORCOM//G3/G1/G5/G4/G6/COMPT/SJA/PAO//
RUCBLFB/COMMARFORCOM//G3/G1/G5/G4/G6/COMPT/SJA/PAO//
RUHEHMS/COMMARFORPAC//G3/G1/G5/G4/G6/COMPT/SJA/PAO//
RHMFIUU/CG I MEF//G3/G1/G5/G4/G6/COMPT/SJA/PAO//
RHMFIUU/THIRD CIVAFFAIRSGRU//JJJ//
RUCCMFK/THIRD CIVAFFAIRSGRU//JJJ//
BT
UNCLAS //N03000//
MSGID/GENADMIN/SITE SUPPORT//
SUBJ/ACTIVATION OF DET C, 3D CIVIL AFFAIRS GROUP (CAG) ISO OEF//
REF/A/RMG/CMC WASHINGTON DC/201425ZDEC02//
REF/B/RMG/COMMARFORRES/311944ZDEC2002//
REF/C/RMG/COMMARFORRES/091000ZJAN03//
REF/D/RMG/THIRD CIVAFFAIRS GROUP/201549ZDEC2002//
NARR/REF A IS CMC UNIT ACTIVATION ORDER FOR DET C, 3D CAG. REF B
IS COMMARFORRES MOD1 TO REF A CHANGING THE ACTIVATION DATE.
REF C IS THE COMMARFORRES UNIT ACTIVATION ORDER FOR DET C, 3D CAG.
REF D IS THE REQUEST TO ACTIVATE MOBMCC SA8 (DET C, 3D CAG).//
POC/ TEL: DSN 365-9647
RMKS/1. EFFECTIVE 0001 7 JAN 03, DET C, 3D CAG MOBMCC SA8
REPORTS ACTIVATED AS AUTHORIZED IN REF A, DIRECTED IN REF B,
AND AS MODIFIED IN REF C.
2. DET C, 3D CAG HAS REPORTED TO THE GFC FOR RECEPTION AND FORCE
INTEGRATION AND ANY PRE-DEPLOYMENT ACTIVITIES PER REFS A THROUGH D.
3. ORGANIZATION/PERSONNEL SUMMARY:
3.A. UIC: 20192 SA8
3.A.1. RUC: 20192
3B. PERSONNEL:
3.B.1. NUMBER OF OFFICERS ACTIVATED: 27
3.B.2. NUMBER OF ENLISTED ACTIVATED: 30
3.B.3. NUMBER OF OFFICERS/ENLISTED IN ADVON: 0/0 ULN: N/A
3.B.4. NUMBER OF OFFICERS/ENLISTED IN MAIN BODY: 22/27 ULN: W5AA
3.B.5. NUMBER OF OFFICERS/ENLISTED IN REAR BODY: 5/3 ULN: N/A
3.B.6. NUMBER OF MARINES NOT ACTIVATED: 0/0.
3.B.7. NUMBER OF FEMALE MARINES IN UNIT: 0/1.
3.B.8. NUMBER OF MARINES REASSIGNED PRIOR TO ACTIVATION: 0/0.
3.B.9. NUMBER OF PROGRAM 9 SAILORS: 1/0.
3.B.10. NUMBER OF ACTIVE DUTY SUPPORT MEMBERS: 0/2.
3.C. MOS/GRADE SHORTFALL:
3.C.1. MOS SHORTFALL/NUMBER/GRADE: NONE
3.D. MEDICAL/DENTAL:
3.D.1. MEDICAL (NUMBER OF PHYSICALS/SCREENINGS REQUIRED): NONE.
3.D.2. DENTAL (NUMBER OF DENTAL EXAMS/SCREENINGS REQUIRED): ONE.
4. MATERIAL CONDITION OF EQUIPMENT BY ULN (9999):
NOMENCLATURE:???TAMCN?EDL?T/A?SHORTFALL

PRINTER, PORTABLE??A0299?2?0?2
NAVIGATION SET (PGLR) AN/PSN-11?A1260?12?0?12
RADIO SET AN/MRC-138 (V)2?A1935?1?0?1
RADIO SET AN/MRC-145A??A1957?2?0?2
RADIO SET AN/PRC-148(V)1?A2043?12?0?12
RADIO SET AN/PRC-104B(V)?A2065?3?0?3
RADIO SET AN/PRC-119A??A2070?14?0?14
TOOL KIT, MAINT, ELECT??A7900?1?0?1
TRANSFER DEVICE AN/CYZ-10(V)3?A8023?5?0?5
TERMINAL TSEC/KY-99A??A8047?4?0?4
MCHS, COMPUTER, GP LAPTOP?A9100?16?16?0
MOD CMD POST SYS (MCPS)??C3412?2?0?2
TRK, UTIL, CARGO M1123??D1158?12?5?7
GOGGLES, NIGHT VISION AN/PVS-7B?E1152?18?18?0
PANEL MARKER VS4/U??K4655?15?0?15
FIELD DESK???K4961?4?0?4

5. AVIATION. DEPLOYING TYPES AND NUMBERS OF AIRCRAFT BY ULN: N/A.
6. AMPLIFYING REMARKS: INITIAL DUTY LOCATION - CAMPEN. JOINED BY
SITE SUPPORT RUC 20123 MCC SA8 EFFECTIVE 7 JAN 03.//

BT

#0001

NNNN

14. COMMARFORRES Change of USMCR Unit Command Relationship

Purpose. To provide an example of COMMARFORRES change of command authority for activated USMCR units message to CDRUSJFCOM.

UNCLAS

FM COMMARFORRES//G3/G5//

TO CG FOURTH MLG//
CMC WASHINGTON DC//MI//
COMMARFORCOM//G1/G3/5/G4/G5/COMPT/SJA/PAO//
CG I MEF//G1/G3/G4/COMPT/G6//
CG II MEF//G1/G3/G4/COMPT/G6//
MISSA KANSAS CITY MO//MISSA//

INFO CMC WASHINGTON DC//PO/PL/MP/RA/LFT/ASM/OLA/PA//
COMUSMARCENT//G3/G4/G5/G1/COMP/POA//
COMMARFORPAC//G3/G5/G4/G1PAO/COMPT//
USCINCFJCOM NORFOLK VA//J3/J5//
CNO WASHINGTON DC//N3/N5/N093/N095//
COMMARFORRES//G1/G3/G4/G5/G6/PAO/COMPT/HSS//
CG MCCDC QUANTICO VA//TFS//
CG FOURTH MARDIV//
CG FOURTH WING//
CG MCRSC KANSAS CITY MO//
AIG 13775//
UNCLASS //N03000//
MSGID/GENADMIN/COMMARFORRES//

SUBJ/ACTIVATION AND CHANGE OF COMMAND AUTHORITY OF USMCR UNITS/DETS
UNDER PARTIAL MOB (EVENT #1041)//

REF/A/MSG/COMMARFORRES/251844ZFEB03//
REF/B/MSG/CMC/212318ZFEB03//
NARR/REF A IS COMMARFORRES ACTIVATION MSG FOR (PARTIAL MOB SEQUENCE
#1041). REF B IS CMC MSG AUTHORIZING MOBILIZATION OF USMCR UNITS
(PARTIAL MOB SEQUENCE #1041).//
POC/COMMARFORRES COMMAND CENTER/DSN: 678-8701 COMM: (504)678-
8701/MARFORRESCDO@MFR.USMC.MIL//

RMKS/1. EFFECTIVE 0001 25 FEB 03, DET D, 4TH CAG WAS ACTIVATED PER
REF A, AS AUTHORIZED IN REF B. PER REF B, AT 0001 25 FEB 03,
COMMARFORRES SHIFTS COMMAND AUTHORITY TO AND DIRECTS THE OIC TO
REPORT TO CDRUSJFCOM. COMMARFORCOM AS THE MARINE COMPONENT TO CDRUSJFCOM,
ASSUMES COMMAND OF ACTIVATED CDRUSJFCOM ASSIGNED USMCR DET.

2. UPON DEACTIVATION COMMARFORRES ACCEPTS COMMAND AUTHORITY FROM
COMMARFORCOM OF DET UPON RETURN TO THEIR HOME TRAINING CENTER
(HTC).

3. FOR CMC (MI). IAW REFS A AND B, THE DET ACTIVATED EFFECTIVE
0001 25 FEB 03. REQUEST INITIATE REQUISITE MCTFS ACTIONS TO REFLECT
ACTIVATION PER THE EFFECTIVE TIME/DATE FOR THE FOL:

(READ TWO COLUMNS)

RUC MOBMCC
20193 SKZ

//

15. COMMARFORCOM Deployment Order to Activated Assigned CDRUSJFCOM USMCR Units

Purpose. To provide an example of COMMARFORCOM (G3/5/7) deployment and movement order issued to gained activated USMCR units:

UNCLAS

BT

U N C L A S //N03000//

MSGID/ORDER/COMMARFORCOM/-/JAN//

REF/A/MSG/CG IIMEF/032224ZJAN03 (S)/-//

REF/B/MSG/COMMARFORCOM/232234ZJAN03/-//

REF/C/MSG/CMC/242119ZJAN03/-/NOTAL//

REF/D/DOC/TITLE 10//

REF/E/DOC/SECDEF/14SEP01//

REF/F/DOC/SECNAV/14SEP01//

REF/G/MSG/CMC/201035ZSEP01//

REF/H/MSG/CMC/141626ZNOV01//

REF/I/DOC/CMC/MPLAN//

REF/J/DOC/SECDEF/20SEP01//

REF/K/DOC/SECDEF/06SEP96//

REF/L/MSG/CMC/031714ZMAY99//

REF/M/DOC/CMC/APR02//

REF/N/DOC/CMC/27AUG97//

REF/O/MSG/CMC/311733OCT02//

REF/P/DOC/SECNAV/05OCT01//

REF/Q/MSG/SECDEF/031411ZAPR02//

REF/R/MSG/CMC/070835ZOCT99//

REF/S/MSG/CMC/111635ZJUN01//

REF/T/MSG/CMC/291635ZOCT01//

REF/U/MSG/COMMARFORCOM/312212ZOCT01//

NARR/REF A IS CG II MEF REQ FOR II MEF GENERATING FORCES FROM USMCR.

REF B IS COMMARFORCOM REQ W/MODIFICATIONS FOR USMCR II MEF GENERATING FORCES. REF C IS CMC ACTIVATION MSG, PARTIAL MOB SEQUENCE #1028, FOR II MEF GENERATING FORCES. REF D IS TITLE 10, SEC 12302, PARTIAL MOBILIZATION AUTHORITY PROVISION. REF E IS SECDEF MEMO AUTH ORDER OF READY RESERVES TO ACTIVE DUTY. REF F IS SECNAV DIRECTION TO CNO AND CMC TO ORDER READY RESERVES TO ACTIVE DUTY. REF G IS TOTAL FORCE MANPOWER GUIDANCE FOR PARTIAL MOBILIZATION. REF H IS MARADMIN 565/01, UPDATE NUMBER ONE TO TOTAL FORCE MANPOWER GUIDANCE FOR PARTIAL MOBILIZATION. REF I IS USMC MOBILIZATION MANAGEMENT PLAN. REF J IS USD(P&R) MEMO ON MOBILIZATION/DEMOBILIZATION PERSONNEL AND PAY POLICY. REF K IS SECDEF POLICY CLARIFICATION FOR ASSIGNMENT OF FORCES. REF L IS MARADMIN 202/99 ON CREATING AND SOURCING OF USMCR SUBUNITS AND DETS. REF M IS MCO P1080.40C, PERSONNEL REPORTING INSTRUCTIONS MANUAL (PRIM). REF N IS MCO P3000.13C W/CH 1, MARINE CORPS SORTS SOP. REF O IS CMC CONTINGENCY OPERATIONS COSTS REPORTING REQ. REF P IS SECNAV MEMO, RESERVE DELAY IN REPORTING AFTER INITIAL NOTIFICATION OF MOBILIZATION. REF Q IS SECDEF PUBLIC AFFAIRS GUIDANCE FOR DEMOBILIZATION OF RESERVES. REF R IS USMC POLICY FOR DEPLOYING W/INDIV WPNS. REF S IS ALMAR 026/01, MARINE CORPS DEPLOYMENT TEMPO POLICY GUIDANCE. REF T IS ALMAR 052/01, MARINE CORPS DEPLOYMENT TEMPO POLICY GUIDANCE AMPLIFICATION. REF U IS MARFORCOM/FMFLANT/MARCORBASESLANT SPECIFIC DEPLOYMENT TEMPO GUIDANCE.//

NARR/THIS IS A COORDINATED COMMARFORCOM/COMMARCORBASESLANT
TRANSFER ORDER.//

POC/ G3/5/DSN 836-0744;

HEADING/TASK ORGANIZATION//

/UNITDES	/UNITLOC	/CMNTS
/CMC	/WASHINGTON DC	
/ COMMARFORRES	/NOLA	
/ II MACE (-)	/CAMLEJ	
/ CG 4TH MAW	/NOLA	
/ MWSG-47	/SELFRIDGE MI	
/ MWSS-471(-)	/MINNEAPOLIS MN	
/ DET A MWSS-471	/JOHNSTOWN PA	
/ DET B MWSS-471	/SELFRIDGE MI	
/ CG 4TH MLG	/NOLA	
/ DET A HQSVCCO 4TH LSB	/CHARLOTTE NC	
/ BTO B DET 4TH LSB	/SAVANNAH GA	
/ DET 5 HQSVCCO 4TH LSB	/SAVANNAH, GA	
/ DET 5 LSPT EQP CO 4TH LSB	/SAVANNAH GA	
/ DET 1 BTO CO B 4TH LSB	/WILMINGTON NC	
/ DET 1 BTO CO A 4TH LSB	/WILMINGTON NC	
/ DET 6, LSPT EQP CO 4TH LSB	/WILMINGTON NC	
/ DET A AMMO CO (-) 4TH SUP BN	/GREENVILLE SC	
/ 2D DSPLT MTMAINT CO 4TH MAINT	/AUGUSTA GA	
/ DET B SUP CO 4TH SUP BN	/ALBANY GA	
/ DET B SUP CO(-)4TH SUP BN	/RALEIGH NC	
/ DET B RATIONS CO 4TH SUP BN	/ANACOSTIA VA	
/CDRUSJFCOM	/NORVA	
/ COMMARFORCOM	/NORVA	
/ CG II MEF	/CAMLEJ	/GFC
/ II MACE (-)	/CAMLEJ	
/ CG 2D MAW	/CPNC	
/ CO MWSG-27	/CPNC	
/ MWSS-471(-)	/MCAS NEW RIVER	
/ DET A MWSS-471	/MCAS NEW RIVER	
/ DET B MWSS-471	/MCAS NEW RIVER	
/ CG 2D MLG	/CAMLEJ	
/ DET A HQSVCCO 4TH LSB	/CAMLEJ	
/ BTO B DET 4TH LSB	/CAMLEJ	
/ DET 5 HQSVCCO 4TH LSB	/CAMLEJ	
/ DET 5 LSPT EQP CO 4TH LSB	/CAMLEJ	
/ DET 1 BTO CO B 4TH LSB	/CAMLEJ	
/ DET 1 BTO CO A 4TH LSB	/CAMLEJ	
/ DET 6, LSPT EQP CO 4TH LSB	/CAMLEJ	
/ DET A AMMO CO (-) 4TH SUP BN	/CAMLEJ	
/ 2D DSPLT MTMAINT CO 4TH MAINT	/CAMLEJ	
/ DET B SUP CO 4TH SUP BN	/CAMLEJ	
/ DET B SUP CO(-)4TH SUP BN	/CAMLEJ	
/ DET B RATIONS CO 4TH SUP BN	/CAMLEJ	
/ COMMARCORBASELANT	/NORVA	
/ CG MCB CAMLEJ	/CAMLEJ	/DS TO GFC FOR R&FI
/ COMCABEAST	/CPNC	/DS TO GFC FOR R&FI

GENTEXT/SITUATION/

1. SITUATION

1.A. GENERAL

1.A.1. BACKGROUND. IRT REFS A AND B, REF C DIR MOB AND ACTIVATION
OF USMCR FORCES ISO CG II MEF.

1.B. FRIENDLY FORCES

1.B.1. CMC. SUPPORTING SERVICE CHIEF. IAW REFS C-U, DIRECTED MOB

OF USMCR FORCE ISO OP REQR, PER REFS A AND B.

1.B.2. CDRUSJFCOM. EX COCOM UPON ACTIVATION OF ASSIGNED USMCR FORCES.//

GENTEXT/MISSION/

2. MISSION. UPON ACTIVATION OF CDRUSJFCOM-ASSIGNED USMCR FORCES, COMMARFORCOM REQUEST COMMARFORRES MOVE II MEF GENERATING FORCES TO MCB, CAMLEJ AND MCAS, NEW RIVER, IOT ARR IAW SKED CONTAIN REF C, AND TRANSFER THE FORCE, OPCON, AFTER MOVEMENT COMPLETED, TO GFC IOT PROVIDE DEPLM SPT FOR DEPLOYING CG II MEF FORCES; AND UPON MSN COMPLETION, REQUEST DEACTIVATION OF THE FORCE. COMMARCORBASELANT DIRECTS CG MCB CAMLEJ AND COMCABEAST TO SPT CG II MEF FOR R&FI, UPON ARR II MEF GENERATING FORCES AT MCB, CAMLEJ AND MCAS, NEW RIVER, IAW REF C SKED.//

GENTEXT/EXECUTION/

3. EXECUTION

3.A. COMDR'S INTENT. I INTEND TO REINFORCE CG II MEF IOT PROVIDE DEPLM SPT FOR DEPLOYING CG II MEF FORCES BY REQUESTING THE MOVEMENT, AND REQUESTING THE TRANSFER OF II MEF GENERATING FORCES TO CG II MEF FOR DURATION OF DEPLM OP. WHEN DEPLM SPT FUNCTIONS ARE COMPLETE, I INTEND TO REQUEST TRANSFER OF USMCR FORCES TO COMMARFORRES FOR DEACTIVATION AT THEIR HTC.

3.B. CONCEPT OF OPS. UPON ACTIVATION, COMMARFORCOM REQ COMMARFORRES MOVE II MEF GENERATING FORCES IOT ARR GFC IAW SKED, PER REF C, THEN REQ TRANSFER FORCE, OPCON, TO GFC FOR PERIOD TBD. UPON MSN COMPLETION, COMMARFORCOM DIR CG II MEF TO MOVE THE II MEF GENERATING FORCE DETS TO THEIR HTCS AND TRANSFER FORCE TO COMMARFORRES FOR DEACTIVATION.

3.C. TASKS

3.C.1. COMMARFORRES

3.C.1.A. REQUEST MOVE II MEF GENERATING FORCES IOT ARR DESTINATION, PER REF C.

3.C.1.B. REQUEST DIR OICS, II MEF GENERATING FORCE DETS, RPT TO CG II MEF FOR PLANNING.

3.C.1.C. UPON ARR OF THE FORCE AT MCB, CAMLEJ AND MCAS, NEW RIVER, REQ DIR OICS, II MEF GENERATING FORCE DETS, RPT TO CG II MEF, FOR EMPLM, IAW SKED CONTAIN REF C.

3.C.1.D. REQUEST ACCEPT COMMAND OF RETURNING FORCES UPON DEACTIVATION.

3.C.2. CG II MEF

3.C.2.A. IAW REF C

3.C.2.A.1. RPT ARRIVAL/ACCEPTANCE/JOIN OF GAINED FORCE.

3.C.2.A.2. CONDUCT R&FI OF GAINED FORCE.

3.C.2.B. EXERCISE COMMAND OF GAINED FORCE.

3.C.2.C. RPT INTENT TO SOURCE CONTINGENCY/EXERCISE REQR W/II MEF GENERATING FORCE DETS.

3.C.2.D. RPT COMPLETION OF DEPLM SPT FUNCTIONS AND RECOMMEND DATE FOR MOVEMENT TO COMMARFORRES FOR DEACTIVATION.

3.C.3. CG MCB CAMLEJ. DS TO CG II MEF FOR R&FI.

3.C.4. COMCABEAST. DS TO CG II MEF FOR R&FI.

3.D. COORDINATING INSTRUCTIONS

3.D.1. ID UNSOURCED REQR, I.E., PERS, EQUIP, TRNG, FISCAL, ISO THIS TRANSFER.

3.D.2. INITIAL PERIOD OF INVOL ACTIVE DUTY NOT TO EXCEED 12 MONTHS. CG II MEF ID REQR TO EXTEND ACTIVE DUTY PERIOD.//

GENTEXT/ADMIN AND LOG/

4. ADMIN AND LOG

4.A. ADMIN

4.A.1. PUBLIC AFFAIRS GUIDANCE

4.A.2. PUBLIC AFFAIRS (PA) GUIDANCE CONTAIN REF Q.

4.A.2.A. PA POSTURE FOR THIS ACTIVATION IS ACTIVE. COORD PA ACTY WITH ALCON AS APROP.

4.A.2.B. MARFORCOM PAO, DSN 836-1582,
COML 757-836-1582. MARFORRES PAO, DSN 678-0700,
COML 504-678-0700. II MEF PAO, DSN 751-7425,
COML 910-451-7425.

4.A.3. LEGAL

4.A.3.A. CG II MEF COORDINATE LAW OF WAR AND CODE OF CONDUCT TRAINING, AS REQ.

4.A.3.B. COMMARFORCOM SJA: DSN 836-1662, COMM 757-836-1662mailto:.
COMMARFORCOM DSJA: DSN 836-1502, COMM 757-836-1502. II MEF DSJA: DSN 751-8393,
COMM 910-451-8393.

4.A.4. PERSONNEL ADMIN. REQ COMMARFORRES ENSURE

4.A.4.A. TRANSFERRING PERS POSSESS ACTIVE DUTY ID CARDS.

4.A.4.B. MCTFS UPDATED WITH, AND TRANSFERRING PERS SRB/OQR CONTAIN, CURRENT RECORD OF EMERGENCY DATA, BIR/BTR, SGLI, AND VALIDATED DEERS DATA.

4.A.4.C. TRANSFERRING UNIT COMPLETE ALL PERS ADMIN/LEGAL SCREENING/PROCESSING TASKS, E.G., STORAGE OF HOUSEHOLD GOODS AND POVS, PRIOR TO TRANSFER.

4.A.4.D. TRANSFERRING UNIT RPT TO GFC W/UPDATED SERVICE AND MEDICAL/DENTAL RECORDS.

4.A.5. POVS. AT DISCRETION OF CG II MEF AND OICS, II MEF GENERATING FORCE DETS, USMCR PERS TRANSFERRING UNDER THIS ORDER ARE AUTH POVS WHILE ABOARD COMMARCORBASESLANT INSTALLATIONS. HOWEVER, THIS DOES NOT CONSTITUTE AUTH FOR REIMB TRAVEL BY POV TO MCB CAMLEJ OR IN/ABOUT MILEAGE. GFC COORD W/CG, MCB CAMLEJ TO ENSURE COMPLIANCE WITH APPLICABLE BASE POV/TRAFFIC REGS.

4.A.6. TRACK AND REPORT PERSTEMPO INFORMATION ON PARTICIPATING MEMBERS. REFER REFS S-U.

4.B. LOG

4.B.1. MOVEMENT CONTROL. REQ COMMARFORRES COORD W/CG II MEF AND CG MCB CAMLEJ FOR MOVEMENT CONTROL AND REPORTING IAW REFS C AND I.

4.B.2. BILLETING/MESSING/GARRISON SPT. CG II MEF COORD W/CG MCB CAMLEJ FOR BILLETING, MESSING AND GARRISON SPT, INCL STORAGE AND SCTY FOR T/O WPNS. GOVT BILLETING AND MESSING ARE DIR, IF AVAL.

4.B.3. UNIT AND INDIV EQUIP. REQ COMMARFORRES DIR COMDRS/OICS OF TRANSFERRING FORCES TO:

4.B.3.A. DETERMINE, AND SUBMIT FOR GFC APPROVAL, EQUIP AUTH ALW (A/A) REQ FOR FORCE MOVEMENT TO GFC.

4.B.3.B. UNIT WILL DEPLOY WITH ON HAND T/A EQUIPMENT ONLY. REPORT ANY REMAINING T/A DEFICIENCIES TO DC I&L VIA MARFORCOM FOR SOURCING.

4.B.3.C. PROVIDE O/H EQUIP DENSITY TO GFC IN MDSS II AS DIR BY GFC.

4.B.3.D. COORD W/GFC FOR SHIPMENT/RECEIPT OF CENTRALLY STORED NBC AND AMAL MATERIEL.

4.B.3.E. MOVE TO GFC W/INDIV WPNS IAW REF R.

4.B.4. FUNDING. COMMARFORRES FUNDS UNIT TRANSPORTATION COSTS, DEPLOYMENT COSTS, AND SERVICE MEMBER ENTITLEMENTS FOR MEMBERS OF ACTIVATED USMCR UNIT USING THE 1106 APPROPRIATION PROVIDED BY COMMARFORCOM VIA SUBOPBUD. CG II MEF FUNDS OPERATIONAL COSTS FOR ACTIVATED USMCR FORCE. REF O PROVIDES DETAILED FISCAL/ACCOUNTING GUIDANCE.

4.B.4.A. REQ COMMARFORRES CAPTURE, RECORD, AND REPORT ACTIVATION/DEACTIVATION COSTS TO COMMARFORCOM VIA MONTHLY CONTINGENCY OPERATIONS COST REPORT.

4.B.4.B. CG II MEF CAPTURE, RECORD AND REPORT ALL INCREMENTAL COSTS

TO COMMARFORCOM VIA MONTHLY CONTINGENCY OPERATIONS COST REPORT.

4.B.5. AMMUNITION. REQ COMMARFORRES COORD W/CG II MEF TO TRANSFER REMAINING AMMUNITION ALLOWANCES FOR TRANSFERRING FORCES. GFC TO SOURCE REMAINING REQR, IF APPLICABLE.

4.B.6. MATERIEL MGT. REQ COMMARFORRES COORD W/CG II MEF TO:

4.B.6.A. CHANGE TRANSFERRING UNIT TAC 1 AND TAC 2 ADDRESSES.

4.B.6.B. ARRANGE SUPPLY/MAINT SYSTEM SPT AND TRANSFER OF GAINED UNIT EQPT AND OUTSTANDING EROS/REQNS.

4.B.6.C. UPGRADE REQN AND ERO PRIORITIES USING FORCE ACTIVITY DESIGNATOR III.

4.B.6.D. ARRANGE SHIPMENT OF ANY EQUIP CURRENTLY EVAC TO HIGHER ECH OF MAINT ONCE REPAIRS ARE COMPLETE.

4.B.6.E. CONDUCT TRANSFERS AND REPORTING, E.G., CRANE REPORTS, OF WEAPONS AND EKMS (COMSEC) EQUIP PER APPLICABLE DIRECTIVES.

4.B.7. MEDICAL. REQ COMMARFORRES COORD W/CG II MEF TO ENSURE TRANSFERRING PERS HAVE THE FOLLOWING:

4.B.7.A. UP-TO-DATE IMMUNIZATIONS TO INCLUDE: HEPATITIS A, HEPATITIS B, INFLUENZA, MMR, POLIO, TD, TYPHOID, AND YELLOW FEVER.

4.B.7.B. CURRENT AUDIOGRAM, PPD, G6PD, HIV, AND SICKLE CELL TRAIT TEST RESULTS ON FILE IN MEDICAL RECORD.

4.B.7.C. DNA SPECIMEN OBTAINED, WITH RESULTS ON FILE AT AFIP, AS REQR, FOR TRANSFERRING PERS.

4.B.7.D. CURRENT PHYSICAL OR ANNUAL CERTIFICATION (NAVMED 6320/15), OR DOC OF EXCEPTION FOR LIMDU MBRS, ON FILE.

4.B.7.E. PRESCRIPTION EYEGLASSES (2PR), MED WARNING TAG AND GAS MASK INSERTS (1PR), AS REQR, FOR TRANSFERRING PERS.//
GENTEXT/COMMAND AND SIGNAL/

5. COMMAND AND SIGNAL

5.A. COMMAND

5.A.1. CMC IS SUPPORTING SERVICE CHIEF. CDRUSJFCOM IS SUPPORTED COMBATANT COMDR. COMMARFORCOM IS SUPPORTED SERVICE COMPONENT COMDR. CG II MEF IS GFC. CG MCB CAMLEJ AND COMCABEAST ARE SUPPORTING BASE COMMANDERS.

5.A.2. CDRUSJFCOM EX COCOM OF ACTIVATED FORCES. UPON ACTIVATION, COMMARFORRES EX COMMAND OF FORCE UNTIL TRANSFER TO GFC. AFTER TRANSFER, CG II MEF EX COMMAND OF FORCE.

5.B. SIGNAL

5.B.1. COMMARFORCOM. 24-HOUR COMMAND CENTER DSN 836-1644, COML 757-836-1644.

E-MAIL: SMBMARFORCOMCOC@MARFORCOM.USMC.MIL.

SIPRNET: SMBMARFORCOMCOC@MARFORCOM.USMC.SMIL.MIL.

5.B.2. CG II MEF COMMAND CENTER. DSN 751-9788, COML 910-451-9788

E-MAIL: SMBIIMSUPPORTING ILOC COMMANDERGCOC@IIMEF.USMC.MIL

SIPRNET: COC@IIMEF.USMC.SMIL.MIL

5.B.3. COMMARFORRES COMMAND CENTER. DSN 678-8701/COMM 504-678-8701.

E-MAIL: MFRSENIORWATCHOFFICER@MFR.USMC.MIL

SIPRNET: MFRSENIORWATCHOFFICER@MFR.USMC.SMIL.MIL//

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16. CMC Deactivation Manpower Guidance

1. Purpose. To provide an example of the CMC's manpower guidance during the redeployment and deactivation of activated USMCR units and individuals:

2. Sample: CMC'S MANPOWER GUIDANCE DURING REDEPLOYMENT & DEACTIVATION OF ACTIVATED USMCR UNITS.

R XXXXXXXX XXX XX
FM CMC WASHINGTON DC(uc)
TO AL MARADMIN(uc)
MARADMIN
BT
UNCLASSIFIED
MARADMIN XXX/XX
MSGID/GENADMIN/CMC WASHINGTON DC/MPP//
SUBJ/TOTAL FORCE MANPOWER GUIDANCE FOR DEACTIVATION//
REF/A/MSG/CMC/240759ZMAY2002//
REF/B/MSG/CMC/171607ZJUL2002//
REF/C//DOC/CMC/30MAY2001//
REF/D/DOC/JSCMJ/MCM/2002/
REF/E/DOC/USC/02JAN2001//
REF/F/DOC/NAVMED P-117/1996//
REF/G//MSG/CMC/01170ZMAY2003//
REF/H/DOC/SECDEF/22APR2003//
REF/I/DOC/TMA/-/DOC/NAVMED//
REF/J/DOC/NAVMED/14MAY1987//
REF/K/MSG/CMC/150156ZJAN02//
REF/L/DOC/CMC/04FEB2000//
REF/M/MSG/CMC/200123ZMAR2003//
REF/N/DOC/CMC/07JUN2001//
REF/O/DOC/CMC/03DEC1998//
REF/P/DOC/CMC/14JUL2000//
REF/Q/MSG/CMC/130156ZFEB2003//
REF/R/DOC/CMC/07APR1994//
REF/S/MSG/CMC/061049ZMAY2003//
REF/T/MSG/CMC/121500ZMAY2003//
REF/U/MSG/CMC/121500ZMAY2003//
POC /DC M&RA (MPP-60)/-/TEL:COM 703-784-9358/TEL:DSN 278-9358//
POC /CMC (RAP)/-/TEL:COM 703-784-9139/TEL:DSN 278-9139//
POC /CMC (MIF)/-/TEL:COM 703-784-9043/TEL:DSN 278-9043//
POC /CMC (MPO)/-/TEL:COM 703-784-9387/TEL:DSN 278-9387//
POC /CMC (MMSB)/-/TEL:COM 703-784-3991/TEL:DSN 278-3991//
POC /CMC (PLN)/-/TEL:COM 703-692-4370/TEL:DSN 222-4370//
POC /CMC (LPC-3)/-/TEL:COM 703-695-8946/TEL:DSN 225-8946//
POC /CMC (RFL)/-/TEL:COM 703-614-4981/TEL:DSN 224-4981//
POC /CMC (RFL)/-/TEL:COM 703-614-2224/TEL:DSN 224-2224//
POC /CMC (MMSR)/-/TEL:COM 703-784-9306/TEL:DSN 278-9306//
POC /CMC (MMSR)/-/TEL:COM 703-784-9317/TEL:DSN 278-9317//
POC /CMC (RAM)/-/TEL:COM 703-784-0300/TEL:DSN 278-0300//
POC /SMO-BUPERS/-/TEL:COM 202-762-3497/TEL:DSN 762-3497//
POC /CMC (MRH)/-/TEL:COM 703-784-9522/TEL:DSN 278-9522//
NARR/REF A IS MARADMIN 286/02, FIRST UPDATE TO TOTAL FORCE MANPOWER GUIDANCE FOR PARTIAL DEMOBILIZATION. REF B IS MARADMIN 385/02, SECOND UPDATE TO TOTAL FORCE MANPOWER GUIDANCE FOR PARTIAL DEMOBILIZATION. REF C IS MCO P1900.16F, MARINE CORPS SEPARATION AND RETIREMENT MANUAL (MARCORSEPMAN). REF D IS THE MANUAL FOR COURT MARTIAL, RULES OF COURTS MARTIAL 202. REF E IS TITLE 10, UNITED

STATES CODE. REF F IS THE MEDICAL MANUAL OF THE NAVY (NAVMED P-117). REF G IS CMC (HS) MSG MEDICAL GUIDANCE FOR POST-DEPLOYMENT HEALTH ASSESSMENT. REF H IS SECDEF MEMORANDUM, ENHANCED POST-DEPLOYMENT HEALTH ASSESSMENT. REF I IS TRICARE/CHAMPUS POLICY MANUAL 6010.47M. REF J IS NAVMEDCOMINST, 6320.3B, MEDICAL AND DENTAL CARE FOR ELIGIBLE PERSONS AT NAVY MEDICAL DEPARTMENT FACILITIES. REF K IS MARADMIN 032/02, INDIVIDUAL EQUIPMENT ISSUE GUIDANCE FOR PARTIAL MOBILIZATION IN SUPPORT OF OPERATION ENDURING FREEDOM. REF L IS MCO P1050.3H, REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE. REF M IS MARADMIN 123/03 POLICY FOR MANAGING RESERVES BEYOND SIXTEEN YEARS OF ACTIVE SERVICE AS A RESULT OF INVOLUNTARY ACTIVATION. REF N IS MCO P1080.40C, MARINE CORPS TOTAL FORCE SYSTEM PERSONNEL REPORTING INSTRUCTIONS MANUAL (MCTFSPRIM). REF O IS MCO P1610.7E, PERFORMANCE EVALUATION SYSTEM. REF P IS MCO P1070.12, MARINE CORPS INDIVIDUAL RECORDS ADMINISTRATION MANUAL (IRAM). REF Q IS MARADMIN 058/03, AMPLIFIED UNIFORM CLOTHING AND INDIVIDUAL EQUIPMENT ISSUE GUIDANCE FOR MOBILIZATION IN SUPPORT OF OPERATIONS INVOLVED WITH THE GLOBAL WAR ON TERRORISM. REF R IS MCO P10120.28F, INDIVIDUAL CLOTHING REGULATIONS (ICR). REF S IS MARADMIN 214/03, FY03 MARINE CORPS ONLINE EXIT SURVEY. REF T IS MARADMIN 228/03, TERMINATION OF STOP LOSS AND STOP MOVE.//RMKS/1. THIS MARADMIN CANCELS REFS A AND B AND PROVIDES AMPLIFYING GUIDANCE ON THE POLICIES AND PROCEDURES FOR DEACTIVATION. THIS MESSAGE HAS BEEN COORDINATED WITH CMC (PP&O/I&L/P&R/RA) AND THE MARFORS.

2. INTENT. THE INTENT OF THIS MARADMIN IS THREE-FOLD:

- A. TO ENABLE COMMANDERS TO CONTINUE TO MEET THEIR OPERATIONAL REQUIREMENTS WHILE ALLOWING THE MARINE CORPS TO DEACTIVATE THE LARGEST POSSIBLE NUMBER OF RESERVE COMPONENT (RC) MARINES.
- B. TO RECOGNIZE THE FACT THAT DURING THE DEACTIVATION PROCESS THERE MAY ALSO BE A NUMBER OF RESERVE MEMBERS WHO MAY NOT HAVE THE OPTION OF IMMEDIATE RETURN TO CIVILIAN EMPLOYMENT OR COLLEGE BECAUSE OF PERSONAL DECISIONS MADE UNDER THE ANTICIPATED TIMELINE OF THEIR ORIGINAL MOBILIZATION ORDERS. IN THESE CASES, COMMANDERS ARE AUTHORIZED TO KEEP RC MARINES ON ACTIVE DUTY FOR AN EXTENDED PERIOD OF TIME, EVEN UP TO THE DURATION OF THEIR ACTIVATION PERIOD, TO ASSIST THEM IN EFFECTIVE DEMOBILIZATION AND RETURN TO THE COMMUNITY.
- C. TO PROVIDE FLEXIBLE, RESPONSIVE, AND DETAILED DEACTIVATION POLICIES AND PROCEDURES, ENABLING COMMANDERS TO MEET OPERATIONAL REQUIREMENTS AND TAKE CARE OF RC MARINES WHO SUPPORTED THE CORPS SO WELL DURING OPERATION IRAQI FREEDOM.

3. APPLICATION. THIS MARADMIN APPLIES TO ACTIVATED RESERVE MEMBERS, (IRR, USMCR UNIT MEMBERS, IMA, RECALLED RETIRED MEMBERS OF THE REGULAR MARINE CORPS OR THE FMCR), AUGMENTEES RELEASED FROM ACTIVE DUTY, EITHER AS A UNIT, DETACHMENT, OR INDIVIDUAL AUGMENTS (IA).

4. INFORMATION

A. DC PP&O, IN COORDINATION WITH COMMARFORCOM AND COMMARFORRES WILL DIRECT THE DEACTIVATION OF ALL USMCR UNITS AND DETS. DC M&RA IN COORDINATION WITH COMMARFORRES (CG MCRSC) WILL DIRECT THE DEACTIVATION OF ALL IA'S THROUGH THE GFC OR THE MSB/MPC.

B. THE GAINING FORCE COMMAND (GFC) IS RESPONSIBLE TO ENSURE MEMBERS REPORT TO MOBILIZATION SUPPORT BATTALION (MSB), MOBILIZATION PROCESSING CENTER (MPC), OR HOME TRAINING CENTER (HTC) WITH SUFFICIENT TIME TO: OUTPROCESS (15 DAYS); TAKE ACCRUED LEAVE; AND TRAVEL TO THEIR PLACE OF ENTRY TO ACTIVE DUTY (PLEAD).

C. DEFINITIONS

(1) DEACTIVATION DATE IS DEFINED AS THE LAST DAY A MEMBER IS ENTITLED TO RECEIVE PAY AND ALLOWANCES.

(2) DEACTIVATION IS DEFINED AS THE PROCESS A MEMBER MUST FOLLOW IOT BE RELEASED FROM ACTIVE DUTY FROM THE GFC TO THEIR PLEAD.

(3) INDIVIDUAL AUGMENTS (IA) INCLUDE IRR, RETIRED RECALL, AND IMA MEMBERS.

(4) PRETRAINED INDIVIDUAL MANPOWER (PIM) CONSISTS OF IRR MEMBERS AND RETIRED RECALL MEMBERS.

(5) FOR HQMC TRACKING PURPOSES, A MARINE IS CONSIDERED DEACTIVATED ON THEIR FINAL DAY OF ACTIVE DUTY.

D. THIS MARADMIN AUTHORIZES THE GFC (FOR IMA) AND MSB/MPC (FOR PIM'S) TO RELEASE MEMBERS FROM ACTIVE DUTY PRIOR TO THE END DATE OF THEIR ORDERS WITHOUT FURTHER ORDERS MODIFICATIONS. ENSURE THAT ACCRUED ANNUAL LEAVE SCHEDULED TO BE TAKEN, OUTPROCESSING AND TRAVEL TIME, ARE INCLUDED WHEN DETERMINING THE DEACTIVATION DATE TO ENSURE THIS DATE IS PRIOR TO THE ORDERS END DATE. THE GFC/MSB/MPC DETACHING ENDORSEMENTS FOR EARLY DEACTIVATION WILL REFERENCE THIS MARADMIN AND FOLLOW THE FORMAT IN PARA 5C(8).

E. THE GFC/MSB/MPC WILL PROVIDE DC M&RA (MPP-60) AND MCRSC WITH A SITUATION REPORT (EXCEL SPREADSHEET) ON THE 2ND AND 4TH FRIDAY OF EACH MONTH BEGINNING ON 13 JUNE 2003 AND IN THE FOLLOWING FORMAT:

- (1) GFC
- (2) MCC
- (3) RUC
- (4) T/O
- (5) LINE #
- (6) BILLET DESCRIPTION
- (7) BILMOS
- (8) MOS
- (9) RESERVE COMPONENT (IMA, IRR, USMCR, RETIRED RECALL)
- (10) CURRENT ORDERS TYPE (PRC, ADOS-CO, MOBILIZATION)
- (11) SSN
- (12) GRADE
- (13) LNAME
- (14) FNAME
- (15) MI
- (16) CURRENT ORDERS START DATE (YYYYMMDD)
- (17) EAS
- (18) MPC MCC
- (19) ESTIMATED ARRIVAL DATE AT MPC (YYYYMMDD)
- (20) ESTIMATED DEACTIVATION DATE (YYYYMMDD)
- (21) REQUEST TO EXTEND TO DATE (YYYYMMDD)
- (22) TOTAL MONTHS ON MOBILIZATION ORDERS (EXCLUDING PRC AND ADOS-CO ORDERS)
- (23) IS THIS REQUEST FOR EXTENSION BEYOND 24 MONTHS (YES OR NO)
- (24) VOLUNTEER BEYOND 15 SEP 03 (YES OR NO)
- (25) IS MARINE FILLING A CAP BILLET (YES OR NO)
- (26) MEDICAL, LEGAL OR SANCTUARY (DOESN'T COUNT AGAINST CAP)
- (27) CHANGE FROM LAST SITREP

MPC'S WILL UPDATE THE MARINE CORPS MOBILIZATION PROCESSING SYSTEM (MCMPS) WITH EFFECTIVE EAS'S ON ALL PERSONNEL PROCESSING THROUGH THEIR RESPECTIVE CENTERS.

F. MEDICAL/LEGAL/TRICARE

(1) ACTIVATED MEMBERS WHOSE STATUS HAS CHANGED DUE TO MEDICAL, LEGAL, OR OTHER SITUATIONS THAT RENDER THE MARINE UNFIT TO PERFORM THE DUTY FOR WHICH THE MEMBER WAS ACTIVATED, WILL BE PROCESSED IAW REF C. MARINES WILL MAINTAIN A COMPONENT CODE OF KM AND WILL NOT BE RUN AS COFG M OR L UNTIL THEY REACH THEIR PARTIAL MOBILIZATION ORDERS END DATE. THE APPROPRIATE COFG ENTRY WILL BE RUN BY THE OWNING CMD.

(A) CONSISTENT WITH APPLICABLE LAWS AND REGULATIONS, ACTIVATED

MEMBERS PENDING DISCIPLINARY ACTIONS UNDER THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ), MAY HAVE THEIR ORDERS EXTENDED OR OTHERWISE BE RETAINED ON ACTIVE DUTY WITHOUT THE MEMBER'S CONSENT, IAW REF D AND SEC 802(D) OF REF E, PENDING RESOLUTION OF THE ALLEGATIONS. REQUESTS TO DEACTIVATE A MEMBER IOT CIRCUMVENT THE LEGAL PROCESS IS PROHIBITED.

(B) MEMBERS WITH MEDICAL OR LEGAL CONDITIONS THAT DEVELOPED PRIOR TO DETACHING FROM THE GFC WILL REMAIN WITH THE GFC UNTIL IT IS RESOLVED. MEMBERS WITH MEDICAL OR LEGAL CONDITIONS THAT DEVELOP AFTER REJOINING THE MSB/MPC/HTC WILL REMAIN WITH THE MSB/MPC/HTC. THE MSB/MPC/HTC RETAINS THE AUTHORITY TO SEND THESE MEMBERS TAD TO A LOCAL GFC IAW WITH ANY LIGHT DUTY LIMITATIONS RECOMMENDED BY COMPETENT MEDICAL AUTHORITY.

(2) PHYSICAL EXAMINATIONS ARE ONLY REQUIRED IF THE MEMBER DOES NOT HAVE A CURRENT PHYSICAL IAW REF F, IF THE MEMBER REQUESTS A PHYSICAL, OR AS DETERMINED BY A HEALTH CARE PROVIDER.

(3) EACH ACTIVATED MEMBER DEPLOYED OCONUS WILL COMPLETE THE POST DEPLOYMENT HEALTH SURVEY AND ASSESSMENT (PDHA), DD FORM 2796, IN THEATER OR AT THE PROCESSING SITE. A MEDICAL PRACTITIONER, (INDEPENDENT DUTY CORPSMAN, NURSE PRACTITIONER, PHYSICIAN ASSISTANT OR PHYSICIAN) WILL REVIEW THESE FORMS IAW REFS G AND H.

(4) THIS POLICY DOES NOT CHANGE MEDICAL EVALUATION REQUIREMENTS FOR ACTIVATED MEMBERS BEING RELEASED FROM ACTIVE DUTY. BOTH THE DD FORMS 2796 (POST-DEPLOYMENT HEALTH ASSESSMENT) AND 2697 (REPORT OF MEDICAL ASSESSMENT) MUST BE COMPLETED AND FILED IN THE MEMBER'S MEDICAL RECORD.

(5) ELECTRONIC COPY OF THE DD 2796 WILL BE FORWARDED TO THE ARMY MEDICAL SURVEILLANCE ACTIVITY (AMSA); AMSA, BUILDING T-20, ROOM 213; ATTN: DEPLOYMENT FORMS; 6900 GEORGIA AVENUE, NW; WASHINGTON, DC 20907-5001; COMM: (202) 782-0471, DSN: 662-0471. AMSA WEB SITE IS: WWW.AMSA.ARMY.MIL.

(6) THE NEW DD FORM 2796 IS AVAILABLE AT:
WWW.DIOR.WHS.MIL/ICDHOME/FORMINFO/FORMINFOPAGE2347.HTM.

(7) MARINES WHO HAVE A MEDICAL CONDITION THAT DEVELOPS PRIOR TO DETACHING FROM THE SUPPORTING ILOC COMMANDER WILL REMAIN WITH THE SUPPORTING ILOC COMMANDER UNTIL THE ISSUE IS RESOLVED. EXCEPT IN THOSE CASES WHERE THE MARINE MAY RECEIVE TREATMENT AT A FACILITY CLOSE TO THEIR HOME TRAINING CENTER (HTC) THAT MEETS OR EXCEEDS THE TREATMENT AVAILABLE/PROVIDED AT THE SUPPORTING ILOC COMMANDER; IT MAY BE IN THE BEST INTEREST OF BOTH THE MARINE CORPS AND THE MARINE FOR THE MARINE TO RETURN TO THE HTC. IN ORDER TO DETACH THE MARINE FROM THE SUPPORTING ILOC COMMANDER, THE MEDICAL TREATMENT FACILITY (MTF) HAVING COGNIZANCE OVER THE MARINE'S TREATMENT IS REQUIRED TO CONCUR WITH THE RECOMMENDATION OF SENDING THE MARINE TO THE HTC. THE SUPPORTING ILOC COMMANDER MUST COORDINATE WITH CMC WOUNDED WARRIOR REGIMENT (WWR) AND THE HTC. ONLY UNDER THE APPROVAL OF CMC (WWR) MAY THE MARINE BE RETURNED TO THE HTC PRIOR TO BEING FOUND MEDICALLY FIT. UPON RETURNING TO THE HTC, THE MARINE MUST BE ACCOUNTED FOR AND EMPLOYED (WITHIN THE LIMITATIONS OF THE MEDICAL CONDITION) BY THE USMCR UNIT INSPECTOR-INSTRUCTOR STAFF. IN ORDER TO DETACH MARINES FROM THE SUPPORTING ILOC COMMANDER WITH NON-MEDICAL CONDITIONS, THE COMPETENT AUTHORITY OVER THE CONDITION (I.E., LEGAL OR ADMINISTRATIVE) IS REQUIRED TO CONCUR WITH THE SUPPORTING ILOC COMMANDER THAT SENDING THE MARINE TO THE HTC IS IN THE BEST INTEREST OF THE MARINE, THE MARINE'S FAMILY AND THE MARINE CORPS.

(8) PER PAR 8505 OF REF C, DO NOT DISCHARGE OR RELEASE UPON EAS, ANY ACTIVATED MEMBERS IF MEDICAL TREATMENT OR DISABILITY PROCEEDINGS HAVE NOT YET BEEN COMPLETED, UNLESS THE MEMBER SPECIFICALLY REQUESTS TO BE RELEASED FROM ACTIVE DUTY. IF THE MEMBER REQUESTS RELEASE FROM ACTIVE DUTY, COUNSEL THE MEMBER, INCLUDING A PAGE 11 ENTRY IAW REF C,

AND ENSURE THE MEDICAL PROBLEM IS FULLY DOCUMENTED. IN ALL CASES WHERE A MEDICAL PROBLEM IS DOCUMENTED, A LINE OF DUTY DETERMINATION SHALL BE MADE. THE MARINE MAY APPLY FOR NOTICE OF ELIGIBILITY (NOE) BENEFITS THROUGH THEIR LOCAL RESERVE UNIT OR MCRSC ONCE DEACTIVATED.

(9) RESERVE MEMBERS NO LONGER ON ACTIVE DUTY WHO HAVE DEPLOYMENT RELATED HEALTH CONCERNS SHOULD INITIATE CONTACT WITH THEIR RESERVE UNIT OR A DEPARTMENT OF VETERANS AFFAIRS (VA) REGIONAL OFFICE TO INITIATE A DISABILITY CLAIM TIED TO ACTIVE SERVICE. MEDICAL FACILITY. IAW REF I, COMBAT VETERANS ARE ELIGIBLE FOR CARE TWO YEARS POST DISCHARGE IN THE VA HEALTH SYSTEM FOR ANY ILLNESS, EVEN IF THERE IS INSUFFICIENT MEDICAL EVIDENCE TO CONCLUDE THAT THEIR ILLNESS IS ATTRIBUTABLE TO THEIR MILITARY SERVICE.

(10) RESERVE MEMBERS ORDERED TO ACTIVE DUTY FOR MORE THAN 30 DAYS, ARE ENTITLED TO TRANSITIONAL HEALTH CARE BENEFITS UPON DEACTIVATION, IAW CHAP 11 SEC 10.1 OF REF I. DEACTIVATED RESERVISTS WITH LESS THAN 6 CUMULATIVE YEARS OF ACTIVE DUTY ARE ELIGIBLE FOR 60 DAYS OF TRICARE STANDARD/PRIME HEALTHCARE COVERAGE; THOSE WITH 6 OR MORE CUMULATIVE YEARS ARE ELIGIBLE FOR 120 DAYS OF TRICARE STANDARD/PRIME HEALTHCARE COVERAGE. FAMILY MEMBERS ARE ELIGIBLE FOR THIS BENEFIT. MEMBERS MUST RE-ENROLL TO RECEIVE THE TRICARE PRIME BENEFIT. CUMULATIVE ACTIVE DUTY TIME IS DETERMINED BY DIVIDING A MEMBER'S TOTAL ACTIVE DUTY POINTS BY 365.

(11) UPON DEACTIVATION, MEMBERS MUST RE-ENROLL IN THE TRICARE DENTAL PROGRAM IOT RECEIVE FURTHER DENTAL SERVICES.

(12) MATERNITY BENEFITS FOR DEACTIVATED MEMBERS ARE AVAILABLE USING THE EX-SERVICE MATERNITY CARE BENEFIT IAW REF J OR THROUGH THE VA HEALTH SYSTEM. A DIRECTORY OF THE WOMEN VETERANS COORDINATORS, ELIGIBILITY REQUIREMENTS, AND OTHER BENEFITS CAN BE LOCATED ON THE VA WEB SITE, WWW.VA.GOV/WOMENVET.

G. INDIVIDUAL EQUIPMENT

(1) ALL 782 GEAR, NBC PPE, TAM TYPE 3 EQUIPMENT AND T/O WEAPONS THAT WERE ISSUED TO THE MEMBER MUST BE RETURNED TO THE ISSUING FACILITY PRIOR TO DEACTIVATION. GFC MUST COORDINATE WITH COMMARFORRES, COMMARCORBASESLANT, COMMARCORBASESPAC, CG MCB QUANTICO, AND LOCAL SUPPORT ACTIVITIES (I.E., CIF, CTEP, ETC) TO ESTABLISH DETAILED TURN-IN PROCEDURES.

(2) THE GFC/MSB/MPC MUST INCLUDE IN THE REMARKS OF THE DETACHING ENDORSEMENT ON THE MEMBER'S ORDERS, THE FOLLOWING:

(A) A LIST OF INDIVIDUAL EQUIPMENT COLLECTED BY THE GFC. IF THE LIST IS LENGTHY, IT MAY BE ATTACHED.

(B) IF NO GEAR HAS BEEN COLLECTED, THE REMARKS MUST STATE: "NO GEAR HAS BEEN COLLECTED."

(C) IDENTIFY ANY KNOWN LOST, MISSING OR DAMAGED INDIVIDUAL EQUIPMENT, TO INCLUDE THE SERIAL NUMBER FOR ANY SERIALIZED EQUIPMENT. COMPLETE AND SIGN A MISSING GEAR STATEMENT, PER UM 4400-124, IDENTIFYING ANY LOST, MISSING OR DAMAGED ITEMS.

(3) THE GFC IS RESPONSIBLE FOR ANY LOST, MISSING OR DAMAGED EQUIPMENT NOT IDENTIFIED ON THE DETACHING ENDORSEMENT OR SUPPORTED BY A MISSING GEAR STATEMENT IAW REF K.

H. LEAVE

(1) TO PROMOTE POSITIVE MORALE AND INCREASED LEVELS OF PERFORMANCE, COMMANDS SHALL ENCOURAGE AND ASSIST ALL MEMBERS TO USE THEIR ACCRUED LEAVE PRIOR TO BEING RELEASED FROM ACTIVE DUTY. MEMBERS WITH ACCRUED LEAVE SHALL, WITHIN STATUTORY LIMITATIONS, BE GIVEN THE OPTION OF:

(1) TAKING ANNUAL OR TERMINAL LEAVE, (2) SELLING BACK LEAVE OR (3) A COMBINATION THEREOF IAW REF L.

(2) MEMBERS WHO WANT TO TAKE LEAVE PRIOR TO BEING RELEASED FROM ACTIVE DUTY, BUT WHOSE OPERATIONAL SITUATION PREVENTS THEM FROM

DOING SO, MAY REQUEST TO BE VOLUNTARILY EXTENDED ON ACTIVE DUTY TO USE ACCRUED LEAVE PROVIDING THE EXTENSION DOES NOT CAUSE THEM TO EXCEED 24 CUMULATIVE MONTHS ON ACTIVATION ORDERS. ALL EXTENSION REQUESTS MUST BE SUBMITTED VIA THE CHAIN OF COMMAND TO DC M&RA (MPP-60). BE ADVISED THAT SUCH REQUESTS ARE NOT ENCOURAGED AND WILL BE HIGHLY SCRUTINIZED BY THIS HEADQUARTERS.

(3) MEMBERS THAT HAVE BEEN ACTIVATED IN SUPPORT OF A CONTINGENCY, WHO HAVE ALREADY SOLD BACK THEIR CAREER LIMIT OF 60 DAYS, ARE AUTHORIZED TO SELL BACK ANNUAL LEAVE ACCRUED DURING THIS CONTINGENCY. LUMP SUM LEAVE (LSL) PAID IS NOT INCLUDED IN A CUMULATIVE TOTAL CAREER LSL.

I. USE OF THE TRANSITIONAL ASSISTANCE PROGRAM WILL BE ENCOURAGED AND BE MADE AVAILABLE TO ALL ACTIVATED MEMBERS WHO DESIRE IT. HOWEVER, IT IS NOT A REQUIREMENT FOR DEACTIVATION.

J. SANCTUARY. RESERVISTS ON ACTIVE DUTY WITHIN TWO YEARS OF RETIREMENT ELIGIBILITY (THE EIGHTEEN-YEAR ACTIVE SERVICE MARK) WILL NOT BE INVOLUNTARILY RELEASED BEFORE BECOMING ELIGIBLE FOR RETIREMENT PAY UNLESS APPROVED BY THE SERVICE SECRETARY IAW REF M.

K. SELECTED MARINE CORPS RESERVE (USMCR) UNITS/DETACHMENTS:

(1) COMUSMARCENT WILL TPFDD, FOR REDEPLOYMENT, GAINED USMCR UNITS. UNITS WILL RETURN TO DESIGNATED APOD FOR FURTHER TRANSPORTATION TO THE UNIT'S ORIGIN (I.E., HOME TRAINING CENTER) AND RELEASED FROM ACTIVE DUTY.

(A) ACTIVATED USMCR UNITS REMAIN UNDER THE COMBATANT COMMAND (COCOM) AUTHORITY OF CDRUSJFCOM AND ARE COMMANDED BY COMMARFORCOM UNTIL THE UNIT IS DEACTIVATED. BY NAVAL MESSAGE, CO'S OR DET OIC'S WILL REPORT TO COMMARFORRES UPON DEACTIVATION. UPON RETURN OF THE UNIT TO ITS HTC, COMMARFORRES WILL SUPPORT COMMARFORCOM BY COORDINATING ADMINISTRATIVE AND MEDICAL/DENTAL SERVICES AS REQUIRED. FUNDING SUPPORT FOR ACTIVATED UNITS REMAINS A COMMARFORCOM RESPONSIBILITY UNTIL UNIT IS DEACTIVATED AND EQUIPMENT REPAIR ORDERS (ERO) ARE CLOSED.

(B) COMMARFORCOM WILL COORDINATE WITH CMC (PPO) AND INFO

COMMARFORRES FOR RELEASE OF DEACTIVATION MSG OF ALL ACTIVATED UNITS.

(2) USMCR UNITS DEPLOYED WITH ORGANIC ADMINISTRATIVE CAPABILITIES WILL CONDUCT THEIR OWN ADMINISTRATIVE OUT-PROCESSING WHILE STILL DEPLOYED TO THE GFC. THE ASSIGNED MOBRUC WILL TERMINATE "TAD EXCESS" OF ALL MEMBERS. THE UNIT SITE SUPPORT RUC THE MEMBERS WERE INITIALLY PROCESSED THROUGH WILL REPORT "FROM TAD" PER REF N. UNITS WILL COMPLETE ALL PROCESSING IAW INSTRUCTIONS CONTAINED BELOW. UNITS WILL RETURN WITH ALL COMMARFORRES PROVIDED INDIVIDUAL EQUIPMENT. UPON COMPLETION OF OUT PROCESSING, MEMBERS WILL BE ORDERED TO THE RESIDENCE FROM WHICH THEY WERE ACTIVATED.

(3) INSTRUCTIONS FOR USMCR UNITS DEPLOYED AS A DET (INDIVIDUAL OR GROUP) NOT POSSESSING ORGANIC ADMINISTRATIVE CAPABILITIES. UPON COMPLETION OF ADMINISTRATIVE OUT-PROCESSING AND RECOVERY OF GFC ISSUED INDIVIDUAL EQUIPMENT, GFC WILL TERMINATE "TAD EXCESS" OF THE MEMBER(S). THE SITE SUPPORT RUC OF THE HTC WHERE THE MEMBERS WERE INITIALLY PROCESSED WILL REPORT "FROM TAD" PER REF N. THE HTC WILL COMPLETE ALL DEACTIVATION PROCESSING IAW INSTRUCTIONS CONTAINED BELOW. DETS WILL RETURN WITH ALL COMMARFORRES PROVIDED INDIVIDUAL EQUIPMENT. UPON COMPLETION OF DEACTIVATION PROCESSING, THE HTC WILL ORDER MEMBERS TO THE RESIDENCE FROM WHICH THEY WERE ACTIVATED.

5. PROCESS

A. THE DEACTIVATION PROCESS IS DETERMINED BASED ON A MEMBER'S RESERVE CATEGORY.

(1) IRR MEMBERS MUST OUTPROCESS FROM THE GFC, TO THE MSB/MPC, TO THEIR PLEAD.

(2) IRR MEMBERS WHO DID NOT INPROCESS FROM THEIR PLEAD THROUGH THE

MSB/MPC TO THE GFC, MUST OUTPROCESS FROM THEIR GFC, TO THE MSB/MPC, TO THEIR PLEAD.

(3) IMA MEMBERS WHO WERE ACTIVATED AND DEPLOYED OCONUS MUST OUTPROCESS FROM THE GFC, TO THE MPC, TO THEIR PLEAD.

(4) IMA MEMBERS WHO WERE ACTIVATED AND INPROCESSED DIRECTLY TO THEIR GFC WILL OUTPROCESS FROM THE GFC TO THEIR PLEAD.

(5) USMCR MEMBERS WHO WERE ACTIVATED AS AN IA AND INPROCESSED THROUGH AN MSB/MPC TO THEIR GFC MUST OUTPROCESS FROM THE GFC, TO THE MSB/MPC, TO HTC, TO THEIR PLEAD.

(6) USMCR MEMBERS WHO WERE ACTIVATED WITH THEIR UNIT OR A DET WILL OUTPROCESS FROM THE GFC, TO THE HTC, TO THEIR PLEAD.

B. OUTPROCESSING MUST BE COMPLETED NLT THE DEACTIVATION DATE. COMMANDS ARE NOT AUTHORIZED TO RETAIN MEMBERS BEYOND THE DEACTIVATION DATE. THE GFC (FOR IMA AND USMCR MEMBERS) AND MPC (FOR IRR'S) MUST ALLOW ENOUGH OUTPROCESSING TIME FOR A MEMBER TO COMPLETE HIS FINAL PHYSICAL, RECOVERY OF INDIVIDUAL EQUIPMENT ISSUED, USE OF ACCRUED ANNUAL LEAVE, ADMINISTRATIVE PROCESSING AND USE OF TRAVEL DAYS TO THEIR PLEAD. GFC MUST COORDINATE WITH THE MSB/MPC FOR THE MEMBER TO RETURN TO THE MSB/MPC FOR OUTPROCESSING; NORMALLY THIS IS NO LATER THAN 15 WORKING DAYS (EXCLUDING LEAVE), PRIOR TO THE DEACTIVATION DATE.

C. ADMINISTRATIVE PROCESSING

(1) UNIT DIARY (UD) ENTRIES:

(A) MEMBERS JOINED TO THE MSB/MPC AND THEN SENT "TO TAD EXCESS" WILL BE RETURNED TO THE MSB/MPC FROM THE GFC, TO BE RELEASED FROM ACTIVE DUTY.

(B) THE GFC WILL REPORT ON UNIT DIARY:

TTC 461 000 _____ ATT TERM _____ RUC _____

(C) THE MSB/MPC OR HTC WILL REPORT ON UNIT DIARY:

TTC 107 000 FROM TAD _____ RUC _____

(D) MEMBERS THAT WERE JOINED DIRECTLY TO THE GFC WILL BE RELEASED FROM ACTIVE DUTY FROM THE GFC.

(E) THE FOLLOWING IS A LIST OF UD ENTRIES THAT MUST BE REPORTED ON ALL ACTIVATED MEMBERS PRIOR TO BEING DEACTIVATED IN SEQUENTIAL ORDER:

TTC 323 002 STOP PERSTEMPO ED _____

TTC 190 002 STOP FSAT ED _____

TTC 389 001 STOP BAH ED _____

TTC 277 000 STOP CONUS COLA () EFF _____

TTC 115 030 _____ TO LWAS _____ SEP DATE (USED FOR THOSE TAKING LEAVE AT THE END OF THEIR ORDERS)

TTC 401 000 _____ LSL _ _ DAS (SELLING BACK LEAVE)

TTC 813 000 _____ LAST PHYSICAL EXAM _____

TTC 499 001 _____ HIV III _____

TTC 140 002 DATE AFR MED _____

TTC 335 000 _____ MARKS PRO _ _ CON _ _ OCC _ _ ED _____

(FOR CPLS AND BELOW)

TTC 887 000 _____ STOP CRISIS CODE _____ EFF DTE _____

TTC 499 009 SECURITY LECTURE _____

ADDITIONAL COMBAT-RELATED ENTRIES, IF APPLICABLE. THIS LIST IS NOT ALL INCLUSIVE. MOS-RELATED ENTRIES REFER TO REF N. ENSURE ANY TRAINING COMPLETED WHILE ON ACTIVE DUTY IS REPORTED IN MCTFS VIA UNIT DIARY. THIS INCLUDES, BUT IS NOT LIMITED TO, LATEST PFT, DLPT SCORES, MCI, PME AND COLLEGE COURSES COMPLETED.

TTC 151 001 CBT SERV _____ (COMBAT SERVICE CODE)

TTC 120 001 LASTTOUR CBT _____ (SERVED SPECIFIED TIME IN COMBAT AREA)

TTC 433 000 STOP TAX EXCL _____ (SERVED IN A COMBAT AREA AND IS EXCLUDED FROM TAX)

TTC 161 000 EX POW _____ (IF MEMBER WAS EVER AN EX-POW)

TTC 125 004 CR HDP _____ TO _____ (HARDSHIP DUTY PAY FOR
ENLISTEDCANNOT COMBINE W/CAREER SEA PAY)

TTC 297 001 CRED HFP ____/____ TO _____ (HOSTILE FIRE OR
IMMINENT DANGER PAY)

REPORT WHEN ALL PREVIOUS ENTRIES HAVE POSTED:

TTC 499 024 _____ HOME TELEPHONE NUMBER _____

TTC 499 025 _____ HOME ADDRESS/____/____/____/____/____/____

TTC 122 000 _____ ECC _____ (IF SKED TO BE SEP PRIOR TO ECC) .

REPORT WHEN ALL PREVIOUS ENTRIES HAVE POSTED:

TTC 378 000 _____ DROP SPD MBK5 H RE ____ ED _____

(2) SERVICE RECORD ENTRIES:

(A) MEMBERS THAT WERE JOINED TO THE MSB/MPC AND THEN SENT "TO TAD
EXCESS" WILL BE RETURNED TO THE MSB/MPC FROM THE GFC, TO BE RELEASED
FROM ACTIVE DUTY.

(B) THE GFC WILL RECORD ON PAGE 3: "YYYYMMDD ATT TERM"

(C) THE HTC/MSB/MPC WILL RECORD ON PAGE 3: "YYYYMMDD FR TAD EXCESS"
AND "YYYYMMDD RELACDU TR USMCR/IMA/IRR/RUC."

(D) MEMBERS THAT WERE JOINED DIRECTLY TO THE GFC WILL BE RELEASED
FROM ACTIVE DUTY FROM THE GFC AND WILL RECORD ON PAGE 3: "YYYYMMDD
RELACDU TR USMCR/IMA/IRR/RUC."

(E) PAGE 11 ENTRIES WILL INCLUDE, BUT ARE NOT LIMITED TO, SEPARATION
BENEFITS, COUNSELING ENTRIES AND SECURITY AT/FP DEBRIEFS.

(F) PAGE 12 ENTRY FOR THE ARMED FORCES RESERVE MEDAL W/"M" DEVICE
WITH THE EFFECTIVE DATE OF THE BEGINNING DATE OF THE ORDERS.

(3) DD FORM 214 (CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE
DUTY). A DD 214 WILL BE ISSUED ON THE DEACTIVATION DATE, REGARDLESS
OF THE NUMBER OF DAYS THE MEMBER SERVED. THE ONLY EXCEPTION IS FOR
THOSE MEMBERS WHO WERE FOUND NPQ DURING INITIAL INPROCESSING AT THE
IMPC OR THE MPC. THE REMARKS SECTION OF THE DD FORM 214 WILL INCLUDE:
"ACTIVATION IN SUPPORT OF OPERATIONS NOBLE EAGLE/ENDURING FREEDOM, OR
ANY OTHER SUCH OPERATIONS ASSOCIATED WITH THE WORLD TRADE CENTER AND
PENTAGON ATTACKS, IDENTIFIED IN THE PROVISION(S) OF LAW UNDER WHICH A
MEMBER SERVED ON ACTIVE DUTY." ADDITIONALLY, DUTY LOCATION AND DATES,
IF ANY, OF SERVICE IN THE DESIGNATED IMMINENT DANGER PAY AREAS FOR
OPERATIONAL MISSIONS ASSOCIATED WITH THE WORLD TRADE CENTER AND
PENTAGON ATTACKS WILL BE INCLUDED IN THIS SECTION.

(4) NAVMC 11060 (SEPARATION/ELECTION VOUCHER). ALL MEMBERS WILL BE
ISSUED A NAVMC 11060 FOR THEIR FINAL PAY AND ALLOWANCES THROUGH THEIR
SEPARATING COMMAND. DC P&R WILL PROVIDE SPECIFIC DISBURSING
SUPPORT GUIDANCE TO BE RELEASED IN A SEPARATE MARADMIN.

(5) PRO/CONS (PROFICIENCY AND CONDUCT MARKINGS). IAW REF P ENSURE
PRO/CON MARKS ARE COMPLETED AND REPORTED ON UNIT DIARY, FOR ALL
CORPORALS AND BELOW PRIOR TO THE MEMBER DEACTIVATING. THE ENDING
DATE OF THESE MARKS WILL BE THEIR DEACTIVATION DATE. MEMBERS WHO
RETURNED FROM THE GFC TO THE MPC, WILL BE ISSUED PRO/CON MARKS BY
THE GFC AND WILL BE ANNOTATED IN THE DETACHING ENDORSEMENT ISSUED
BY THE GFC AND ATTACHED TO THE MEMBER'S ORDERS.

(6) NAVMC 10835A (FITNESS REPORT) THE GFC WILL ENSURE FITNESS REPORTS
ON ALL SERGEANTS AND ABOVE ARE COMPLETED AND SUBMITTED TO CMC (MMSB)
PRIOR TO THE DEACTIVATION DATE IAW REF O. THE END DATE OF THE
FITNESS REPORT WILL BE THEIR DEACTIVATION DATE. THE SUBMISSION
DATE MUST BE ANNOTATED ON THE MEMBER'S DETACHING ENDORSEMENT ISSUED
BY THE GFC AND ATTACHED TO THE MEMBER'S ORDERS.

(7) AWARDS. ISSUE AUTHORIZED SERVICE/CAMPAIGN AWARDS.

(8) DETACHING ENDORSEMENT. GFC/MSB/MPC MUST INCLUDE A DETACHING
ENDORSEMENT WITH THE MEMBER'S ORDERS. DISBURSING OFFICES WILL BASE
THEIR CALCULATIONS FOR ENTITLEMENTS ON THE DEACTIVATION DATE CONTAINED
IN THE FINAL ENDORSEMENT (LINE 5C(8)(B) BELOW). THE FOLLOWING MUST BE

INCLUDED:

- (A) DETACHING TIME AND DATE.
- (B) EFFECTIVE DATE OF SEPARATION FROM ACTIVE DUTY, (ENSURE THIS DATE IS THE SAME AS THE EAS/ECC RUN IN MCTFS),
- (C) GOVT QTRS AND MESS STMT.
- (D) INCLUSIVE TRAVEL DAYS ARE: XXX.
- (E) PLEAD IS: STREET, CITY, STATE, AND ZIP.
- (F) LEAVE DATES (IF TAKING LWAS.)
- (G) GEAR INVENTORY STMT.
- (H) PRO/CON MARKS FOR CPLS AND BELOW.
- (I) FITNESS REPORT SUBMISSION DATE FOR SGTs AND ABOVE.
- (J) IF THE GFC IS RETURNING THE MEMBER TO THE MSB/MPC, ALSO INCLUDE AN ESTIMATED DATE OF ARRIVAL TO THE MSB/MPC ON THE DETACHING ENDORSEMENT.
- (9) IDENTIFICATION CARD (ID CARD), A MEMBER'S ACTIVE DUTY ID CARD MUST BE RECOVERED AND A RESERVE ID CARD ISSUED. IF A MEMBER TAKES TERMINAL LEAVE, ENSURE THAT THE MEMBER UNDERSTANDS THAT THE ACTIVE DUTY ID CARD AND DEPENDENT ID CARDS (IF APPLICABLE), MUST BE TURNED IN AT THE NEAREST ID CARD CENTER AT THE EXPIRATION OF THEIR TERMINAL LEAVE. THE ID CARD CENTER WILL ISSUE A RESERVE ID CARD OR TRANSITIONAL ID CARDS, AS APPROPRIATE.
- (10) DD FORM 1351-2 (TRAVEL CLAIMS). TRAVEL CLAIMS MUST BE SUBMITTED TO THE SEPARATING ACTIVITY ON A MEMBER'S DEACTIVATION DATE. GFC/MSB/MPC WILL ASSIST AND REVIEW A MEMBER'S TRAVEL CLAIM FOR ACCURACY AND SUBMIT IT TIMELY TO DISBURSING (TRAVEL SECTION) FOR FINAL LIQUIDATION. DC P&R WILL PROVIDE SPECIFIC TRAVEL SUPPORT GUIDANCE TO BE RELEASED IN A SEPARATE MARADMIN/TAN.
- (11) RECORD EXIT CLOTHING INVENTORY AND COUNSELING ON NAVMC FORM 631/631A IAW PARA 1500 OF REF C, AS DIRECTED BY REFS P, Q AND R. FILE FORMS 631/631A IN THE INDIVIDUAL'S SRB.
- (12) RECORD EQUIPMENT INVENTORY IAW PARA (4G).
- (13) MEDICAL/DENTAL. ENSURE MEMBERS HAVE CURRENT PHYSICAL AND DENTAL ASSESSMENTS AND THAT DD FORMS 2796 AND 2797 (IAW PARA 4F) ARE COMPLETED AND FILED.
- (14) EXIT SURVEY. ENSURE ALL MEMBERS PARTICIPATE IN THE DOD ONLINE EXIT SURVEY IAW REF T.
- (15) TRANSPORTATION ARRANGEMENTS. GFC/MPC WILL ASSIST THE MEMBER IN TRANSPORTATION ARRANGEMENTS FOR THOSE THAT ARE TRAVELING BY COMMERCIAL TRANSPORTATION FROM THEIR SEPARATING COMMAND TO THEIR PLEAD.
- (16) SERVICE RECORDS TRACKING. UPON COMPLETION OF PROCESSING THE MEMBER FOR DEACTIVATION, SERVICE RECORD, MEDICAL RECORD AND DENTAL RECORD MUST BE CLOSED OUT AND FORWARDED AS FOLLOWS:
 - (A) IRR AND IMA RECORDS WILL BE FORWARDED TO CG MCRSC VIA CERTIFIED MAIL.
 - (B) USMCR DET RECORDS WILL BE HANDCARRIED BY THE MEMBER TO THE HTC OF INITIAL PROCESSING.
 - (C) USMCR UNIT RECORDS WILL BE EMBARKED BY THE UNIT AND RETURNED TO THE HTC.
 - (D) RETIRED RECALL RECORDS WILL BE FORWARDED IAW PARA 1101.7 OF REF B.
- (17) SEPARATION BRIEFS ARE CONDUCTED AT THE SEPARATING ACTIVITY. THEY ARE DESIGNED TO INFORM THE SEPARATING MEMBER OF ENTITLEMENTS ONCE THEY ARE SEPARATED. SEPARATION BRIEFS ARE NORMALLY DOCUMENTED ON PAGE 11 OF THE MEMBER'S SERVICE RECORD. USE OF THE TRANSITIONAL ASSISTANCE PROGRAM IS NOT REQUIRED; HOWEVER, IT USE WILL BE ENCOURAGED FOR ANY DEACTIVATING MEMBER DESIRING ASSISTANCE.
- (18) SECURITY DEBRIEFS ARE CONDUCTED AT THE BASE OR STATION OF WHICH THE MEMBER HAS BEEN ASSIGNED. NORMALLY, ANTITERRORISM/FORCE PROTECTION DEBRIEFS ARE DOCUMENTED ON PAGE 11 OF THE MEMBER'S SERVICE

RECORD.

(19) STOP LOSS. MEMBERS WHO ARE BEYOND THEIR RECC DUE TO STOP LOSS, AND WHO DO NOT HAVE A VALID EXTENSION OR REENLISTMENT AGREEMENT, WILL BE STOP LOSSED FOR AN ADDITIONAL 90 DAYS BEYOND THEIR DEACTIVATION DATE. THIS WILL ENABLE THEM TO REQUEST REENLISTMENT, EXTENSION OR RETIREMENT. RESERVISTS WHO FAIL TO REENLIST, EXTEND OR RETIRE WILL BE DISCHARGED. SPECIFIC GUIDANCE ON APPLYING STOP LOSS TO THESE RESERVISTS IS CONTAINED IN REF T. PER REF C, AND UPON DEACTIVATION, RETIREMENT REQUESTS WILL BE SUBMITTED VIA AA FORM IF THE RESERVIST IS UNABLE TO MEET THE 120-DAY DEADLINE FOR REQUESTS SUBMITTED THROUGH MCTFS. HISTORY STATEMENT MUST BE INCLUDED STATING: "MEMBER IS EXTENDED TO YYYYMMDD IAW MARADMIN 007/03 STOP MOVE AND STOP LOSS POLICY IAW REF U.

(20) CONVENIENCE OF THE GOVERNMENT (COFG). THERE ARE THREE CATEGORIES THAT MAY AFFECT A MEMBER FROM BEING DEACTIVATED. THEY ARE:

- (A) FOR LEGAL HOLD (COFGL)
- (B) FOR MEDICAL HOLD (COFGM)
- (C) FOR INVOLUNTARY (COFGI)

IF AT THE END OF THE MEMBER'S ORDERS, THE MEMBER'S DUTY STATUS HAS NOT RETURNED TO FULL DUTY DUE TO LEGAL, MEDICAL OR OTHER SITUATIONS THAT RENDER THE MEMBER UNFIT TO PERFORM THE DUTY FOR WHICH THEY WERE ACTIVATED, THEY WILL BE RETAINED ON ACTIVE DUTY IN A COFG STATUS. THE GFC/MSB/MPC MUST SUBMIT A NAVAL MESSAGE WITH COMPLETE JUSTIFICATION, TO DC M&RA (MPP-60) VIA CHAIN OF COMMAND, REQUESTING THE MEMBER BE RETAINED AND ISSUED APPROPRIATE ORDERS (MEDICAL HOLD, LEGAL HOLD OR INVOLUNTARY ORDERS). GFC/MSB/MPC WILL REPORT THE APPROPRIATE COFG ENTRY ON UNIT DIARY THE DAY AFTER THE DEACTIVATION DATE. CMC (MPP-60) WILL MAKE THE DETERMINATION AS TO THE LENGTH OF THE APPROPRIATE ORDERS AND ISSUE FURTHER GUIDANCE DEPENDING ON THE CIRCUMSTANCES OF THE REQUEST.

(21) CMC ACCOUNTABILITY. MSB/MPC'S WILL ENSURE DEACTIVATION ACTIONS ARE ANNOTATED IN THE MARINE CORPS MOBILIZATION PROCESSING SYSTEM (MCMPS) SOFTWARE AND DAILY EXPORTS ARE SUBMITTED TO DC M&RA (MPP-60): DC M&RA (MPP-60) WILL PROVIDE DETAILED MCMPS INSTRUCTIONS UNDER SEPARATE CORRESPONDENCE.

6. TRICARE HANDBOOK IS NOW INTERACTIVE AND AVAILABLE ON THE TRICARE WEB AT WWW.TRICARE.OSD.MIL/TRICAREHANDBOOK //

17. COMMARFORCOM Request to Deactivate Activated Assigned CDRUSJFCOM USMCR Units

Purpose. To provide an example of the COMMARFORCOM request to CMC requesting USMCR unit deactivation.

RAAUZYUW RUEOMFN7869 0211535-UUUU--RUEACMC.
ZNR UUUUU ZUI RUEOMCF5262 0211535
R 211516Z JAN 04
FM COMMARFORCOM
TO RUEACMC/CMC WASHINGTON DC//POC/PPO/PO//
ZEN/CMC WASHINGTON DC
ZEN/COMMARFORRES
INFO RUCBACM/CDR USJFCOM NORFOLK VA//J3/J33//
ZEN/COMMARFORCOM
BT
U N C L A S //N03000//
MSGID/GENADMIN/COMMARFORCOM/-/JAN//

SUBJ/DEACTIVATION REQUEST ICO DET B, 4TH MLG HQ //

REF/A/LTR/COMMARFORRES/20 JAN 04//
REF/B/MSG/CMC/272221ZJAN03//
PAGE 02 RUEOMFN7869 UNCLAS
NARR/REF A IS COMMARFORRES PLANS/FORCE ACTIVATION OFFICER E-MAIL REQUESTING DEACTIVATION OF DET B, 4TH MLG HQ, THAT WAS ACTIVATED ISO COMMARFORRES FOR DEPLM SPT OPS. REF B IS CMC PARTIAL MOB SEQUENCE #1037 ACTIVATING DET B, 4TH MLG HQ, ON 31 JAN 03.
POC/ COMMARFORCOM/G3/5/7/DSN: 836-0744/COML: 757-836-0744/
RMKS/1. THIS IS A REQUEST TO DEACTIVATE DET B, 4TH MLG HQ.
2. PER REF A, THERE IS NO LONGER REQR TO MAINTAIN DET B, 4TH MLG HQ ON ACTIVE DUTY IAW REQR CNTN REF B.
3. FOR CMC. REQUEST DIR DEACT DET B, 4TH MLG HQ, NLT 30 JAN 04.
4. FOR COMMARFORRES. IN ANTICIPATION OF CMC APPROVAL, REQUEST BPT INITIATE ADMIN AND LOG PROCEDURES TO EFFECT DET B, 4TH MLG HQ DEACT NLT 30 JAN 04. //
BT
NNN*
BT
#7869
NNNN

18. CMC Redepolyment and Deactivation Directive

Purpose. To provide an example of COMMARFORCOM resumption of operational control of assigned CDRUSJFCOM assigned activated USMCR units.

RAAUZYUW RUEOMFB2581 1292042-UUUU--RUEACMC.
ZNR UUUUU ZUI RUEOMCF1197 1292043
R R 092012Z MAY 03
FM COMMARFORCOM
TO RUEACMC/CMC WASHINGTON DC
//PPO/PL/PLU/POC/POS/MPP-60/RA/RAM/PLN/RFO//
RUCKSAA/CG MCB CAMP LEJEUNE NC//TE(038)O/G1/G4/LOG/FACILITIES//
ZEN/CMC WASHINGTON DC
ZEN/CMC WASHINGTON DC//PPO//
ZEN/CMC WASHINGTON DC//PPO/POC//
INFO RHOFMOP/CG I MEF
RUCKMEA/CG II MEF//G3//
RUEOEGA/CFLCC DOHA KUWAIT KU
RUCADHQ/USCENTCOM FWD
RUEOBBA/COMUSCENTAF SHAW AFB SC
RUEASRT/CDRUSATHIRD FT MCPHERSON GA
RUEOEGA/COMUSARCENT (FWD) DOHA KU
RUFGPMC/COMMARFOREUR
RUFTTSA/COMUSMARCENT
RUCCFVY/COMMARFORRES//G3/PAO//
RHPIGXW/CJTF HOA
RUFTTSA/COMMARFORPAC
PAGE 02 RUEOMFB2581 UNCLAS
RUHEHMS/COMMARFORPAC
RHFQAAA/HQ USAFE RAMSTEIN AB GE
RUPEUSA/HQ USNORTHCOM//J3/J5/J7//
RUCBLFB/COMMARFORCOM//G3/5/7//
RHCUAAA/CDR USTRANSCOM SCOTT AFB IL
RUFGCIN/CDR USEUCOM VAIHINGEN GE
RUCAACC/CDR USCENTCOM MACDILL AFB FL
RUCBACM/CDR USJFCOM NORFOLK VA//J3/J33/J34/HLSOPS//
RUCKFCA/COMCABEAST CHERRY PT NC//G3/G4///
ZEN/CG MCB CAMP LEJEUNE NC////TE&O/G1/G4/LOG/FACILITIES////
ZEN/CG II MEF
ZEN/COMUSNAVCENT
ZEN//L=MARFOREUR/OU=COMMARFOREUR (UC) /OU=COMMARFOREUR G5 (UC)
PAGE 03 RUEOMFB2581 UNCLAS
ZEN/COMUSMARCENT REAR
ZEN/COMMARFORRES
ZEN/COMLANTFLT NORFOLK VA
ZEN/COMMARFORCOM
ZEN/CDR USPACOM CC HONOLULU HI
ZEN/CDR USJFCOM NORFOLK VA
ZEN/CG MCB CAMP LEJEUNE NC
ZEN/COMCABEAST CHERRY PT NC
BT
UNCLAS
QQQQ
SUBJ: RESUMPTION OF OPCON OF CDRUSJFCOM-ASSIGNED USMC FORCES
UNCLASSIFIED//
BT
UNCLAS //N03000//

OPER/OPERATION ENDURING FREEDOM/OPERATION IRAQI FREEDOM
(OEF/OIF) //

MSGID/GENADMIN/COMMARFORCOM/-/MAY//

PAGE 04 RUEOMFB2581 UNCLAS

SUBJ/RESUMPTION OF OPCON OF CDRUSJFCOM-ASSIGNED USMC FORCES//

REF/A/ORDCDRUSJFCOM/121918ZMAR02 (S) //

REF/B/ORDCDRUSJFCOM/271301ZNOV02 (S) //

REF/C/ORDCDRUSJFCOM/162111ZDEC02 (S) //

REF/D/ORDCDRUSJFCOM/202211ZDEC02 (S) //

REF/E/ORDCDRUSJFCOM/011540ZJAN03 (S) //

REF/F/ORDCDRUSJFCOM/080212ZJAN03 (S) //

REF/G/ORDCDRUSJFCOM/102325ZJAN03 (S) //

REF/H/ORDCDRUSJFCOM/111800ZJAN03 (S) //

REF/I/ORDCDRUSJFCOM/151834ZFEB03 (S) //

REF/J/ORDCDRUSJFCOM/212050ZFEB03 (S) //

REF/K/ORDCDRUSJFCOM/011946ZMAR03 (S) //

REF/L/ORDCDRUSJFCOM/011947ZMAR03 (S) //

REF/M/ORDCDRUSJFCOM/171450ZMAR03 (S) //

REF/N/ORDCDRUSJFCOM/231732ZMAR03 (S) //

REF/O/ORDCDRUSJFCOM/121334ZAPR03 (S) //

NARR/REF A IS DEPORD ISO SERIAL 129 MOD 001. REF B IS DEPORD
172. REF C IS DEPORD 175. REF D IS DEPORD 176. REF E IS DEPORD
ISO SERIAL 177A (MPSRON OFFLOAD). REF F IS DEPORD 177B (PART 1).
REF G IS DEPORD 177B, PART 2. REF H IS DEPORD 177B, PART 3. REF
PAGE 05 RUEOMFB2581 UNCLAS

I IS DEPORD 183. REF J IS PTDO 187B. REF K IS DEPORD 189A
(MACS-24). REF L IS DEPORD 190. REF M IS DEPORD 192. REF N IS
DEPORD 195. REF O IS DEPORD 201. //

POC /COMMARFORCOM/G3/5/TEL: DSN 836-0740/COML: 757-836-0740/

POC /COMMARFORCOM/G3/5/TEL: DSN 836-1630/COML: 757-836-1630/

RMKS/1. IAW REFS A THRU O, COMMARFORCOM RESUMES OPCON OF ALL
CDRUSJFCOM-ASSIGNED USMC FORCES, REDEPLOYING FROM USCENCOM AOR,
UPON THEIR DEPARTURE FROM USCENCOM AOR.

2. FOR CMC, REQ DIR DEACTIVATION/DEMOBILIZATION OF USMC RESERVE
FORCES 60 DAYS FROM THEIR ARRIVAL IN CONUS, EXCEPT FOR CO C, 4TH
LAR. //

BT

NNN*

BT

#2581

NNNN

19. CMC IRR/Retiree Involuntary Order to Active Duty Mailgram Orders

Purpose. To provide an example of DC M&RA (MP) generated Mailgram Orders ordering Marine IRRs to active duty (other than for training) based on appropriate legal authority.

TO: SSGT RANDY XXXXXXXXX
2737 PATTERSON AVE
XXXXXXX CA 932XX

ORIGINAL ORDERS
DEPARTMENT OF THE NAVY
HEADQUARTERS, UNITED STATES MARINE CORPS
WASHINGTON, D.C.

FROM: COMMANDANT OF THE MARINE CORPS
TO: SSGT RANDY XXXXXXXXX
000000000/3537 USMCR

SUBJ: INVOLUNTARY ORDERS TO ACTIVE DUTY

REF: (A) Executive Order
(B) Title 38, United States Code, Chapter 43
(C) Joint Federal Travel Regulations
(D) ASECNAV MEMO dtd 02 Nov 01

1. You have been ordered to active duty from your residence in support of Operation Enduring Freedom as prescribed in Ref (A). These are involuntary recall orders to active duty, for an initial period of 12 months (365 days) beginning on your initial travel date. You are subject to the Uniform Code of Military Justice on the effective date of these orders. Under the provisions of Ref (B), this period of duty is exempt from the five-year cumulative service limitation on reemployment rights.

REPORT TO: OIC USMC DSS LONG BEACH (MCC: SFY)
N&MCRTC 801 REEDS TERMINAL ISLAND BLDG 675
LONG BEACH CA 0090731

REPORT DATE: 2003/03/15

Report to the location identified above between 0800 and 1600 on the date specified.

EAS DATE: 2004/03/11

After processing at the Deployment Screening Site (DSS), you will be directed to the following

Reserve Support Unit (RSU) with follow-on duty at:
RSU: MARINE CORPS BASE (MCC: 014)

GAINING COMMAND: RSU CAMPEN AUG CO PROC (MCC: XN2)

2. Upon receiving these orders, you are directed to immediately contact the Marine Corps Mobilization Command (MCMC) Command Operations Center (COC) at 1-800-255-5082 ext 3295/3296/3297 /3298 or by email at CSC@cdc.usmc.mil. If you are unable to

report by the prescribed time and date, report the circumstances that effect you in reporting by the prescribed time and date, and give possible resolution to your circumstances with a new reporting time and date. MCMC's web site is <http://mcrsc.mfr.usmc.mil/MOBCOM.asp> and has links to RSUs that contain useful information regarding your mobilization. You are further directed to sign the Receiving Endorsement in Paragraph 12.

3. You are authorized one-day of travel from your home of record to the DSS if traveling by commercial air. That day must be the day prior to your report date. If traveling to the IMPC by Privately Owned Vehicle (POV), you must have someone drop you off or coordinate transportation requirements with MCMC COC at 1-800-255-5082 ext 3295/3296/3297/3298. DSS sites DO NOT possess capability to provide long term storage of POVs. Travel from the IMPC to the MPC by POV is NOT authorized. The DSS is responsible for arranging further travel to the MPC. You will be entitled to reimbursement for mileage from your home of record to the IMPC per reference (c) par 3300, 3305, and 3310

4. Bring the following items with you to the DSS:

- a. These orders.
- b. All your issued military uniform items, any Career Length Issue 782 gear, and accessories.
- c. Military identification card and ID Tags.
- d. Current civilian or military health, dental and immunization (shot) records.
- e. Original or certified true copies of marriage and birth certificates and SSNs for your spouse and dependents, as well as other legal documents supporting dependency claims.
- f. Original or certified true copies of divorce decrees.
- g. Life insurance policy information (i.e. Name/address of beneficiary, etc.)
- h. Bank account and routing number for direct deposit enrollment (e.g., a blank/void check).
- i. Any approved prescription medications with supporting prescription documentation, all prescription glasses/contact lenses or most current eyeglass/contact lens prescription.

5. Household Goods (HHG)

- a. Single Marines are authorized non-temporary storage of HHG at government expense, in accordance with reference (C) and MCO P4050.38C (Personal Effects and Baggage Manual). Single Marines without dependents that elect to store their HHG are advised that they will not receive Basic Allowance for Housing-Type I (BAH-I).
- b. Married Marines are not authorized non-temporary storage of HHG at government expense. Married Marines will receive BAH-I for their primary residence at the time of their activation. Married Marines who are in the military on active duty and are both deployed away from their primary residence during the period of duty for these orders, are authorized non-temporary storage of household goods at government expense. Married Marines without dependents who are both deployed away from their primary residence that elect to store their HHG are advised that they will not receive BAH-I.
- c. Shipment of HHG is authorized for personal comfort and

well-being items up to the weight allowances per reference (C) para 4700, 4705, 4710, and 4735. For proper accounting of OEF expenses, cite SDN: M0008403GBP7HHG. For partial shipment use: AC: 1731106.27A0 000 00027 0 000027 2D 000000 08403GBP7HHG.
d. Contact the MCRSC COC for assistance in locating the nearest Transportation Management Office (TMO) to arrange for HHG storage or shipment of comfort and well-being items.

6. Travel and lodging:

- a. Government quarters and mess are directed if available. If not available, obtain a statement of non-availability from the appropriate military representative to receive reimbursement for commercial lodging, up to the prescribed limits per reference (C).
- b. Storage of vehicles while on orders may be authorized. Contact the MCMC COC for coordination with your nearest TMO.
- c. For any mode of travel other than POV to the IMPC, you must call MCMC COC at 1-800-255-5082 ext 3295/3296/3297/3298 for assistance.
- d. Shipment of a POV is not entitled under these orders.
- e. Rental cars are not authorized.
- f. Mixed modes of travel and variations in itinerary are authorized but must be coordinated through the MCMC COC.
- g. Movement of dependents is not authorized.
- h. Dual lodging is authorized if required.
- i. Per Diem is authorized in accordance with Refs (C) and (D).
- j. Pay and Travel advances will be in accordance with Ref (C) once you reach the MPC.

7. You will automatically receive SGLI coverage in the amount of \$250,000.00 during the period of these orders and be liable for premium payments unless you make an election for reduced or no coverage.

8. TRICARE and Dental:

- a. You and your dependents will be eligible for medical care under the military health insurance program, TRICARE. Eligibility begins on the effective date of your orders. Needed care will be provided by medical treatment facilities (MTF), and by authorized civilian health care providers. If your orders are for a period of more than 30 consecutive days of active duty, your family is eligible for health care benefits under TRICARE Standard or TRICARE Extra on the first day of your active duty. If you are called to active duty for 179 days or more, your family may enroll in TRICARE Prime or may be eligible for TRICARE Prime Remote. Once activated and emergency care is needed, get emergency care, then notify your Managed Care Support Contractor within 24 hours of the visit. You may obtain their number through the TRICARE information line at 1-888-DOD-CARE (1-888-363-2273). Information about your family's TRICARE Standard benefits are available in the TRICARE Standard Handbook. To get the handbook, contact your nearest MTF or any TRICARE Service center; Or write to TRICARE Management Activity, 16401 E Centretex Pkwy, Aurora, CO 80011-9043. Additional information on TRICARE benefits is available at www.tricare.osd.mil.
- b. If called to active duty in excess of 29 days, you are eligible for dental care at military treatment facilities free

of charge. If you are currently enrolled in Reserve Tricare Dental Program, you will be disenrolled upon activation to active duty in excess of 29 days. Dependents have 30 days from activation to submit an enrollment application to United Concordia Companies, Inc. via their website at www.ucci.com, or they can call 1-888-622-2256 to enroll. Family members must remain enrolled during the entire active duty period of the sponsor. Additional information on the TRICARE Dental Program is available at the United Concordia Companies, Inc. web site, or call toll free 1800-866-8499 for general information. To contact the Managed Care Support Contractor for your region, go to the regional map on the website.

9. The MCMC COC is available at 1-800-255-5082 ext 3295/3296/3297/3298 to assist with questions regarding emergency medical, financial or personal matters, and may be able to provide additional information on your assignment. For information regarding your employment and reemployment rights, call the National Committee for Employer Support of the Guard and Reserve at 1-800-336-4590, or at WWW.ESGR.ORG. For information on family assistance and support contact the Marine Corp Community Services by calling 1-800-336-4663 or 760-725-9790/6638.

10. You are directed to leave a copy of these orders with your dependents in the event they are needed by them to prove their right to entitlements.

11. The following funding guidance is provided:

Marine's LOA for Per Diem and Transportation Allowances FY03:

FY03 LOA: AA1731106.27A0 000 00027 0 067443 2D 0EA875 M000843EA875

Marine's SDN for Per Diem and Transportation Allowances FY03:

FY03 SDN: M0008403TOEA875

[illegible]

Marine's LOA Per Diem and Transportation Allowances FY04:

FY04 LOA: AA1741106.27A0 000 00027 0 067443 2D 0EC918 M000844EC918

Marine's SDN Per Diem and Transportation Allowances FY04:

FY04 SDN: M0008404TOEC918

[illegible]

Pay and Allowances For Enlisted:

FY03 AA 1731105.2702 012 12691 0 067443 2I 000000 000000

FY04	AA	1741105.2702	012	12691	0	067443	2I	000000	000000
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Pay And Allowances For Officer:

FY03 AA 1731105.2701 011 11691 0 067443 2I 000000 000000

FY04 AA 1741105.2701 011 11691 0 067443 2I 000000 000000

XX

12. Coordinating Instructions:

Receiving Endorsement: Received these orders at

(Place) Date:

(Signature)

Date of DSS Arrival:

Date of IMPC Departure:

Report to your assigned MPC by: _____

IMPC Endorsement: _____ (Signature)

Date of MPC Arrival: _____

Date of MPC Departure: _____

Report to your assigned GFC by: _____

MPC Endorsement: _____ (Signature)

MESSAGE SAMPLE

20. MCMC Issued IRR Involuntary Order to Active Duty Orders.

Purpose. To provide an example of IRR orders issued by CG MOBCOM, as authorized by DC M&RA (MP), for individual augmentation (IA). (Note: This message was issued prior to MCRSC name change to MOBCOM)

1320

MROWS/120/0/GWT

FROM: COMMANDING OFFICER, UNIT NAME, CITY, STATE

TO: CORPORAL FIRST M LAST

0111111111 1371/0000/0000 USMC

1STREET

CITY, ST 999990000

SUBJ: ORDERED TO ACTIVATION-PARTIAL MOBILIZATION; CASE OF CORPORAL FIRST M LAST 0111111111/1371 USMC

1. YOU HAVE BEEN INVOLUNTARILY ORDERED TO ACTIVE DUTY FROM YOUR RESIDENCE IN SUPPORT OF THE NATIONAL EMERGENCY DECLARED UNDER PRESIDENTIAL PROCLAMATION 7463 OF 14 SEPTEMBER 2001 AND AS PRESCRIBED IN EXECUTIVE ORDER 13223. UNDER THE PROVISIONS OF TITLE 38, UNITED STATES CODE, SECTION 4312(C)(4)(A) AND (B) THIS PERIOD OF ACTIVE DUTY IS EXEMPT FROM THE FIVE-YEAR CUMULATIVE SERVICE LIMITATION ON REEMPLOYMENT RIGHTS UNDER TITLE 38, UNITED STATES CODE, CHAPTER 43. YOUR PERIOD OF ACTIVE DUTY IS PURSUANT TO U.S. CODE, TITLE 10, SECTION 12302 (ACTIVATION STATUS CODE ZE). YOU ARE ASSIGNED TO ACTIVATION, IN SUPPORT OF PF0 - OPERATION IRAQI FREEDOM, ON SUCH A DATE THAT WILL ENABLE YOU TO REPORT TO THE COMMANDING OFFICER, MWSS 471 DET B MWSG-47 4THMAW, 1435 N. PERIMETER ROAD, MT CLEMENS, MI 48045 NO LATER THAN 2359 ON 18 MAY 2009 FOR DUTY WITH MWSS 472 (-) MOBILIZATION, RUC: 03010, MCC: S4A. PERIOD OF DUTY : 18 MAY 2009 TO 18 JUN 2010 FOR 397 DAYS

FFA: MWSS-472 MWSG-27 (FWD) II MEF (0409), 2D MAW MCAS PSC BOX 8030, CHERRY POINT, NC 28533. FOR DUTY WITH MFR.

FFA: II MEF COMMAND ELEMENT, , KUWAIT CITY, KUWAIT. FOR DUTY WITH II MEF.

FFA: MWSS-472 MWSG-27 (FWD) II MEF (0409), 2D MAW MCAS PSC BOX 8030, CHERRY POINT, NC 28533. FOR DUTY WITH DEMOBILIZATION.

FFA: MWSS 471 DET B MWSG-47 4THMAW, 1435 N. PERIMETER ROAD, MT CLEMENS, MI 48045. FOR DUTY WITH DEACTIVATION.

(MCO P1000.6_ PARA 4407 AND P1001R.1_ PARA 4205.4). YOU ARE A MEMBER OF RESERVE RUC: 21337, COMPANY CODE: B AND PLATOON CODE: PLT2. WHILE PERFORMING DUTY UNDER THESE ORDERS, YOU ARE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ) (MCO P1001R.1_ PARA 5000.4).

2. THE PLACE FROM WHICH YOU ARE ORDERED TO SUBJECT DUTY IS INDICATED AFTER YOUR NAME. UPON COMPLETION OF SUBJECT DUTY, WITH THE EXCEPTION OF BACK TO BACK ORDERS, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL YOU WILL STAND RELEASED FROM SUBJECT DUTY. (JFTR U7150.A1) FOR BACK TO BACK ORDERS, UPON COMPLETION OF THE FINAL SET OF ORDERS, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL, YOU WILL STAND RELEASED FROM DUTY. YOU MAY ELECT TRAVEL TO OR FROM AN ALTERNATE LOCATION, REIMBURSEMENT WILL BE LIMITED TO THE LESSER OF THE ACTUAL DISTANCE TRAVELED TO THE LOCATION OR THE DISTANCE FROM THE PLACE OF DUTY TO YOUR PMA/PLEAD. (JFTR U5120.A AND U4105.F)

3. APPROPRIATION FOR THE PERIOD OF 18 MAY 2009 - 30 SEP 2009 (136 DAYS) IS:

P/A: PAYGROUP: 013 COMPONENT CODE: KM P/A NUMBER: P90000

EST COST: \$14,755.06

PER DIEM: AA 1791106.27A0 021 00027 067443 2D P90000 000000074601

EST COST: \$2,451.95

SDN: M0009109TOE0000

TRAVEL : AB 1791106.27A0 021 00027 067443 2D P90000 000000074600

EST COST: \$0.00 SDN: M0009109TOE0000
APPROPRIATION FOR THE PERIOD OF 01 OCT 2009 - 18 JUN 2010 (261 DAYS) IS:
P/A: PAYGROUP: 013 COMPONENT CODE: KM P/A NUMBER: P00000
EST COST: \$28,408.99
PER DIEM: AA 1701106.27A0 021 00027 067443 2D P00000 0000000074601
EST COST: \$7,758.10 SDN: M0009110TOE0000
TRAVEL : AB 1701106.27A0 021 00027 067443 2D P00000 0000000074600
EST COST: \$0.00 SDN: M0009110TOE0000
FUNDING THIS PERIOD OF DUTY SUBJECT TO PASS OF FY 2010 APPNS ACT, OR A
CONTINUING RESOLUTION AUTHORITY.

4. MEMBER MAY BE ENTITLED TO COMBAT TAX EXCLUSION (CZTE) FROM FEDERAL INCOME TAX PAYMENT FOR PERIODS OF SERVICE IN A COMBAT ZONE. ENSURE DATES WITHIN COMBAT AREA FROM AND TO ARE INCLUDED IN AN ENDORSEMENT TO THESE ORDERS. REVIEW CURRENT PAAN(S) OR LISTING OF CZTE AREAS AND ENSURE THE CZTE IS ESTABLISHED IN MEMBERS MCTFS 604 REMARKS. (MCTFS PRIM PARA 5063.8) MEMBER MAY BE ENTITLED TO SPECIAL PAY DURING THIS PERIOD OF DUTY. (MCTFS PRIM PARA 5155)

5. MEMBERS ON DUTY FOR 31 DAYS OR MORE MAY BE ENTITLED TO FAMILY SEPARATIONS ALLOWANCE (FSA) (DODFMR VOL 7A PART 3 CHAP 27 AND MCTFS PRIM 5067.4)

6. TRAVEL VIA PRIVATELY OWNED CONVEYANCE (POC) TO HOME CITY, ST (18 MAY 2009), CHERRY POINT, NC (04 JUN 2009) AND FOWLER, MI (18 JUN 2010) IS AUTHORIZED. REIMBURSEMENT IS LIMITED TO THE LESSER OF \$0.550 PER MILE FOR THE OFFICIAL DISTANCE TRAVELED OR THE COST OF GOVERNMENT TRANSPORTATION REQUEST (GTR). THE ESTIMATED COST FOR THIS TRAVEL, \$623.70, IS INCLUDED IN THE PER DIEM COST (JFTR U3110).

7. RENTAL CAR NOT AUTHORIZED AT HOME CITY, ST (18 MAY 2009 THRU 03 JUN 2009), CHERRY POINT, NC (04 JUN 2009 THRU 30 SEP 2009), KUWAIT CITY, KUWAIT (30 SEP 2009 THRU 01 APR 2010), CHERRY POINT, NC (02 APR 2010 THRU 16 APR 2010) AND MT CLEMENS, MI (17 APR 2010 THRU 18 JUN 2010).

8. QUARTERS ARE DIRECTED, IF AVAILABLE, AT HOME CITY, ST AT NO COST (18 MAY 2009 THRU 03 JUN 2009), CHERRY POINT, NC AT NO COST (04 JUN 2009 THRU 30 SEP 2009), KUWAIT CITY, KUWAIT AT NO COST (30 SEP 2009 THRU 01 APR 2010), CHERRY POINT, NC AT NO COST (02 APR 2010 THRU 16 APR 2010) AND MT CLEMENS, MI AT NO COST (17 APR 2010 THRU 18 JUN 2010). THE AMOUNT LISTED IS AN ESTIMATED AMOUNT. IF ACTUAL QUARTERS COST DIFFERS FROM THAT LISTED HEREIN OR IF QUARTERS ARE NOT AVAILABLE CONTACT THE APPROPRIATE MILITARY REPRESENTATIVE FOR A WRITTEN STATEMENT REGARDING THE AVAILABILITY OF ADEQUATE GOVERNMENT QUARTERS AT THE PLACE OR PLACES AT WHICH THE SUBJECT DUTY IS PERFORMED (JFTR U1045). MAX DAILY LODGING IS \$77.00 FOR MT CLEMENS, MI. MAX DAILY LODGING IS \$89.00 FOR CHERRY POINT, NC. MAX DAILY LODGING IS \$315.00 FOR KUWAIT CITY, KUWAIT.

9. DUAL LODGING MAY BE AUTHORIZED (JFTR U4135).

10. USE OF GOVERNMENT MESS FACILITIES IS DIRECTED AT CHERRY POINT, NC (04 JUN 2009 THRU 30 SEP 2009), KUWAIT CITY, KUWAIT (30 SEP 2009 THRU 01 APR 2010) AND CHERRY POINT, NC (02 APR 2010 THRU 16 APR 2010), IF AVAILABLE. IF NOT AVAILABLE, YOU ARE REQUIRED TO OBTAIN A STATEMENT FROM AN APPROPRIATE MILITARY

REPRESENTATIVE REGARDING THE AVAILABILITY OF MESS FACILITIES AT THE PLACE OR PLACES AT WHICH THE SUBJECT DUTY IS PERFORMED (JFTR U4400). MAX DAILY M/IE IS \$44.00 FOR CHERRY POINT, NC. MAX DAILY M/IE IS \$117.00 FOR KUWAIT CITY, KUWAIT.

11. VARIATION IN ITINERARY IS AUTHORIZED (MCO 1000.6_ PARA 4402.7A(1)).

12. THE TRAVEL AND TRANSPORTATION REFORM ACT (TTRA) OF 1998 STIPULATES THAT THE GOVERNMENT-SPONSORED, CONTRACTOR-ISSUED TRAVEL CARD SHALL BE USED BY ALL U.S. GOVERNMENT PERSONNEL (CIVILIAN AND MILITARY) TO PAY FOR COSTS INCIDENT TO OFFICIAL BUSINESS TRAVEL UNLESS SPECIFICALLY EXEMPTED BY AUTHORITY OF THE

ADMINISTRATOR OF GENERAL SERVICES OR THE HEAD OF THE AGENCY. YOU ARE A GTCC CARDHOLDER. YOU ARE NOT EXEMPT FROM MANDATORY USE PROVISIONS OF THE TTRA. YOU ARE AUTHORIZED TO OBTAIN AN ADVANCE FROM AN ATM USING YOUR GTCC. YOU MUST CLAIM ALL ATM FEES ON YOUR TRAVEL CLAIM (DODFMR VOL 9, CHAP 3, PARA 030302 AND MARADMIN 337/00).

13. YOU ARE AUTHORIZED TO TRAVEL VIA GOVERNMENT TRANSPORTATION, IF AVAILABLE.

14. USE OF GOVERNMENT MESS FACILITIES IS DIRECTED AND AVAILABLE AT

MT CLEMENS, MI (18 MAY 2009 THRU 03 JUN 2009) AND

MT CLEMENS, MI (17 APR 2010 THRU 18 JUN 2010). WHILE PERFORMING DUTY UNDER THESE ORDERS AND LODGED ABOARD AN INSTALLATION, IT HAS BEEN DETERMINED THAT AT LEAST ONE MEAL IS AVAILABLE IN A GOVERNMENT MESS ON THAT INSTALLATION;

THEREFORE, YOU ARE AUTHORIZED THE PROPORTIONAL PER DIEM RATE FOR THIS LOCATION. IF GOVERNMENT MESS FACILITIES ARE NOT AVAILABLE, YOU ARE DIRECTED TO OBTAIN A STATEMENT FROM THE APPROPRIATE MILITARY REPRESENTATIVE REGARDING THE AVAILABILITY OF MESS FACILITIES AT THE PLACE OR PLACES AT WHICH THE SUBJECT DUTY IS PERFORMED (JFTR U4400). PROPORTIONAL MEAL RATE IS \$23.00 FOR MT CLEMENS, MI. MAX DAILY M/IE IS \$39.00 FOR MT CLEMENS, MI.

15. YOU ARE AUTHORIZED TO CARRY FIREARMS AND AMMUNITION WHILE PERFORMING THIS DUTY (MCO P1000.6 PARA 4400.8D).

16. PHYSICAL OR MENTAL INJURY OR ILLNESS THAT WOULD PROHIBIT, HAMPER OR PRECLUDE THE EXECUTION OF THESE ORDERS MUST BE REPORTED TO THE MEDICAL DEPARTMENT REPRESENTATIVE FOR DETERMINATION OF PHYSICAL OR MENTAL QUALIFICATION PRIOR TO EXECUTION. NOTE: IF YOU DO NOT MEET THE MARINE CORPS STANDARDS YOU ARE DIRECTED TO RETURN THESE ORDERS TO YOUR ADMINISTRATIVE PARENT COMMAND UNEXECUTED.

17. IF YOU ARE AFFILIATED WITH A RESERVE MILITARY UNIT, YOU ARE REQUIRED TO OBTAIN AN ANNUAL PERIODIC HEALTH ASSESSMENT AND UPDATE YOUR PHYSICAL EXAMINATION EVERY TWO YEARS. YOUR LAST PHYSICAL EXAM WAS COMPLETED ON 04 MAR 2006 AND YOUR LAST PERIODIC HEALTH ASSESSMENT WAS COMPLETED ON 03 MAR 2007. IF YOUR PHYSICAL HAS EXPIRED AND YOU HAVE NOT HAD AN ANNUAL PERIODIC HEALTH ASSESSMENT WITHIN THE PAST YEAR, YOU MUST SUBMIT A COMPLETED DD FORM 2807-1 (REPORT OF MEDICAL HISTORY) THAT HAS BEEN REVIEWED BY AN APPROPRIATE MEDICAL EXAMINER AS INDICATED IN MANMED CHAPTER 15 OR SUBMIT A DD FORM 2808 (REPORT OF MEDICAL EXAMINATION) TO YOUR PARENT COMMAND. NONCOMPLIANCE WITH THIS REQUIREMENT COULD RESULT IN REQUESTS FOR DUTY BEING DENIED. SUBMIT, WITHIN 10 DAYS, THE REQUIRED DOCUMENTATION TO THE APPROPRIATE ADMINISTRATIVE OFFICE MAINTAINING YOUR SERVICE AND HEALTH RECORDS FOR UPDATING.

18. ENSURE SNM REPORTS TO DUTY WITH ORIGINAL ORDERS, SRB AND MEDICAL RECORDS FOR PERIODS OF DUTY OVER 30 DAYS.

19. MARINES (ACTIVE AND RESERVE) AND FAMILY MEMBERS WITH QUESTIONS MAY CONTACT THE VIRTUAL FAMILY SUPPORT SERVICE PROGRAM SPONSORED BY THE MARFORRES MARINE CORPS COMMUNITY SERVICES (1-866-305-9058 OR EMAIL MCCS2MFR.USMC.MIL) AND CERIDIAN CORPORATION. THE SUPPORT SERVICE IS OPEN 24/7 AND CAN BE ACCESSED BY UTILIZING THE FOLLOWING INFORMATION: (A) INTERNET: WWW.MILITARYONESOURCE.COM.

(B) TOLL-FREE CONUS: 800-342-9647, OCONUS: 800-3429-6477 (DIAL ALL DIGITS), OCONUS COLLECT (484) 530-5908, TTY/TDD: 800-346-9188, EN ESPANOL: 877-888-0727, KOREA: DSN 550-2769.

20. UNLESS YOU HAVE MADE AN ALTERNATE ELECTION OF REDUCED OR NO COVERAGE PRIOR TO THE ISSUANCE OF THESE ORDERS, YOU WILL AUTOMATICALLY RECEIVE SGLI COVERAGE IN THE AMOUNT OF \$400,000 DURING THE PERIOD OF THESE ORDERS. IF YOU DESIRE TO CHANGE YOUR ELECTION FOR INCREASED, REDUCED, OR NO COVERAGE, FORWARD A COMPLETED VA FORM 29-8286 TO YOUR PARENT UNIT. WHETHER BY DEFAULT OR ELECTION, YOU ARE LIABLE FOR PAYMENT OF SGLI PREMIUMS. PREMIUM PAYMENTS WILL BE AUTOMATICALLY COLLECTED FROM YOUR MILITARY PAY ACCOUNT. UNLESS YOU ELECT NO COVERAGE, ANY UNPAID PREMIUMS WILL APPEAR AS DEBITS ON YOUR LES. SGLI COVERAGE RANGES FROM \$50,000 TO \$400,000 AT A COST OF THREE DOLLARS AND

FIFTY CENTS (\$3.50) FOR EACH \$50,000 INCREMENT OF COVERAGE. ADDITIONALLY, A PREMIUM OF \$1.00 IS AUTOMATICALLY ADDED FOR TRAUMATIC INJURY PROTECTION COVERAGE (TSGLI).

21. WITHIN THREE WORKING DAYS AFTER COMPLETION OF THE TRAVEL DIRECTED HEREIN FORWARD YOUR ORIGINAL ORDERS AND REPORTING AND DETACHING ENDORSEMENT WITH A COMPLETED DD FORM 1351-2 (TRAVEL VOUCHER) TO YOUR PARENT UNIT (ATTN: PAY/ADMIN). FAILURE TO SUBMIT THESE ORDERS WITHIN THREE DAYS MAY RESULT IN YOU BEING ISSUED A LETTER OF INDEBTEDNESS TO THE GOVERNMENT. FORWARD A COPY OF THE LIQUIDATED TRAVEL VOUCHER TO CMC (MRA/MB).

22. IAW FY 04 NDAA, A MEMBER OF THE RESERVE COMPONENT WHO IS ISSUED A DELAYED-EFFECTIVE-DATE-ACTIVE-DUTY ORDER, OR IS COVERED BY SUCH AN ORDER, THAT IS, FOR A PERIOD OF ACTIVE DUTY OF MORE THAN 30 DAYS, IN SUPPORT OF A CONTINGENCY OPERATION, AS DEFINED IN 10 U.S.C., 101(A)(13)(B), SHALL BE ELIGIBLE, ALONG WITH ELIGIBLE FAMILY MEMBERS, FOR TRICARE, ON EITHER THE DATE OF NOTIFICATION OF SUCH ORDER, OR NO MORE THAN 90 DAYS PRIOR TO THE EFFECTIVE DATE OF ACTIVE DUTY PRESCRIBED IN THE ORDER, WHICHEVER IS LATER.

23. MEMBER MAY ELECT OR DECLINE TRICARE RESERVE SELECT (TRS): BEFORE TERMINATION OF THE CURRENT ACTIVE DUTY ORDER, THE MEMBER MUST ELECT OR DECLINE TRS ON THE DMDC WEBSITE

([HTTPS://WWW.DMDC.OSD.MIL/appj/tsa/index.jsp](https://www.dmdc.osd.mil/appj/tsa/index.jsp)).

ENROLLMENT: IF MEMBER ELECTS TRS ENROLLMENT, HE/SHE CAN EITHER PULL THE DD FORM 2895 FROM THE TRICARE WEBSITE

([HTTP://WWW.TRICARE.OSD.MIL/RESERVE/RESERVESELECT](http://www.tricare.osd.mil/reserve/reserveselect)) OR CONTACT THEIR PARENT MARINE CORPS RESERVE UNIT FOR ASSISTANCE. TRS ENROLLMENT MUST BE COMPLETED WITHIN 120 DAYS AFTER TERMINATION OF THE ACTIVE DUTY TOUR OR MEMBER WILL LOSE ELIGIBILITY TO ENROLL IN TRS. TRS BENEFITS BECOME EFFECTIVE 180 DAYS AFTER TERMINATION OF THE ACTIVE DUTY TOUR.

24. YOU ARE DIRECTED TO REPORT WITH THE FOLLOWING ITEMS:

- A. THESE ORDERS
- B. UNIFORM
- C. MILITARY ID CARD AND ID TAGS
- D. MILITARY OQR/SRB AND MEDICAL RECORDS (IF YOU HAVE THEM IN YOUR POSSESSION).
- E. VOIDED PERSONAL CHECK OR DEPOSIT SLIP SHOWING BANK ADDRESS AND TELEPHONE NUMBER, BANK ROUTING NUMBER, AND ACCOUNT NUMBER FOR ALLOTMENT/ENROLLMENT IN DIRECT DEPOSIT.
- F. MILITARY ISSUED GLASSES AND GAS MASK INSERTS.
- G. EQUIPMENT
- H. FOR ANY APPROVED LEGAL MEDICATIONS, COPIES OF PHYSICIAN/DENTAL PRESCRIPTION(S) OR OTHER DOCUMENTATION PLUS A MINIMUM 180 DAYS SUPPLY.

25. MARFORLANT WILL PROVIDE ANTI-TERRORISM/FORCE PROTECTION TRAINING AND INCLUDE DOCUMENTATION PRIOR TO DETACHING FROM MCB, CAMP LEJUENE.

26. SHIPMENT OF UNACCOMPANIED BAGGAGE IS NOT AUTHORIZED.

27. CALL 1-800-336-4590 (NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE GUARD AND RESERVE) OR CHECK ON LINE AT WWW.ESGR.ORG FOR QUESTIONS REGARDING YOUR EMPLOYMENT/REEMPLOYMENT RIGHTS.

28. ANY ADDL TVL/PER DIEM COSTS ARISING FR TVL DIR BY THE MPC OR GFC WHICH IS NOT SPECIFICALLY STATED IN THESE ORDERS WILL BE FUNDED THROUGH THESE ORDERS. ISSUE DD FORM 1610 (OFFLINE) ORDERS CITING APPN DATA FROM THESE ORDERS FOR SUCH PERIODS OF TAD. NO PTAD NOR TAD OUTSIDE THE SCOPE OF THIS CONTINGENCY IS AUTH WHILE ON PARTL MOB ORDERS.

29. GAINING COMMAND WILL REPORT CRISIS CODE 9GF IN THE UNIT DIARY UPON THE MARINE REPORTING FOR DUTY.

30. IF ACUTE, NON-EMERGENCY MEDICAL CARE IS REQUIRED FOR YOU OR YOUR FAMILY MEMBERS, CALL 1-800-931-9501 TO OBTAIN GUIDANCE AND TO RECEIVE THE REQUIRED AUTHORIZATION. IF EMERGENCY CARE IS NEEDED, GET CARE IMMEDIATELY, THEN

CONTACT THE NUMBER LISTED ABOVE ONCE CARE IS RECEIVED.

31. MOVEMENT OF HHG AND DEPNS ARE NOT AUTH. NON-TEMP STORAGE OF HHG IS AUTH FOR THE PRD OF ACTIVATION FOR SINGLE MARINES.

32. ENSURE THAT MEMBER BRINGS ALL SERVICEABLE AND UNSERVICEABLE UNIFORMS TO THEIR GAINING COMMAND.

33. THESE ARE PARTIAL MOBILIZATION ORDERS TO ACTIVE DUTY AND YOU ARE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE ON THE EFFECTIVE DATE OF THESE ORDERS. IF YOU ARE UNABLE TO REPORT BY THE PRESCRIBED TIME AND DATE CONTACT THE CO, (UNIT NAME AND PHONE NUMBER). REPORT THE CIRCUMSTANCES THAT AFFECT YOU IN REPORTING BY THE PRECIBED TIME AND DATE, AND GIVE POSSIBLE RESOLUTION TO YOUR CIRCUMSTANCES WITH A NEW REPORTING TIME AND DATE.

34. YOU ARE ENCOURAGED TO VERIFY YOUR DEPENDENTS PRE-ENROLLMENT IN DEERS.

ACCESS THE DEERS WEBSITE AT THE FOLLOWING WEB ADDRESS HTTPS:

//WWW.DMDC.OSD.MIL/SWGOWA/WEBGAURD.LOGIN?APPL=9012&RULE+2

35. YOU ARE DIRECTED TO PROVIDE A COPY OF THESE ORDERS TO YOUR DEPENDENTS, IF APPLICABLE, FOR THEIR USE DURING YOUR PERIOD OF ACTIVATION.

36. THESE ORDERS ARE TAD EXCESS.

37. ACCRUED ANNUAL LEAVE IS HIGHLY ENCOURAGED TO BE TAKEN DURING THESE ORDERS. IT IS IMPERATIVE THAT COMMANDERS ENSURE ACCURATE ADMINISTRATIVE ACTION IS ACCOMPLISHED BY THE END OF THESE ORDERS AND TIMELY UNIT DIARY ACTION IS TAKEN UPON COMPLETION OF THESE ORDERS.

38. IN ACCORDANCE WITH SECNAVINST 5300.30D DTD 3 JAN 2006, RESERVE MARINES WHO PERFORM EXTENDED ACTIVE DUTY FOR A PERIOD OVER 30 DAYS OR ACTIVE DUTY FOR TRAINING OVER 30 DAYS IN ANY CAPACITY MUST HAVE A CURRENT NEGATIVE HIV TEST WITHIN 24 MONTHS OF EXECUTION OF ORDERS DOCUMENTED IN HEALTH AND DENTAL RECORDS. IF CIRCUMSTANCES WHERE A CURRENT HIV-1 TEST IS NOT AVAILABLE AND CANNOT BE OBTAINED PRIOR TO THE REQUIRED ACTIVE DUTY, THE RESERVE MEMBER MAY BE ORDERED TO ACTIVE DUTY AND THE HIV-1 TEST BE PERFORMED ON BLOOD DRAWN WITHIN THE FIRST 10 DAYS. IF THAT TEST IS POSITIVE, THE ACTIVE DUTY WILL BE TERMINATED AND THE MEMBER WILL REVERT TO THE INACTIVE STATUS. IN ADDITION, RESERVE PERSONNEL PERFORMING OFFICIAL DUTY OUTSIDE THE UNITED STATES FOR ANY PERIOD MUST HAVE A NEGATIVE HIV-1 TEST DOCUMENTED IN THEIR HEALTH AND DENTAL RECORDS WITHIN 12 MONTHS PRIOR TO DEPARTURE DATE.

39. THE PERIOD OF THIS ACTIVATION SPECIFIED AS YOUR MOBILIZATION EMPLOYMENT PERIOD IS FROM _____ TO _____ (12 MONTHS).

ADDITIONAL TIME SERVED UNDER THESE ORDERS FOR INDIVIDUAL SKILLS TRAINING, POST DEPLOYMENT LEAVE, AND/OR ANY ACCUMULATED POST DEPLOYMENT/MOBILIZATION RESPITE ABSENCE (PDMRA) HAS BEEN APPROVED BY THE SECRETARY CONCERNED.

40. MEMBERS UTILIZING POV TO THE ILOC WILL BE REIMBURSED UP TO GTR COST OF A PLANE TICKET. THE GTR COST IS 1310.00

41. REQUESTOR OF THESE ORDERS WAS: CPL K REQUESTOR, (111)111-1111. YOUR DUTY SITE POINT OF CONTACT IS CPL POC, (222)222-2222, POC@USMC.MIL.

21. COMMARFOR Combat Replacement and Personnel Management CONOPS Message

1. Purpose. The below message provides an example of the supported COMMARFOR's combat replacement and personnel management message.
2. This CONOPS should be issued as early as possible in the planning process to identify the manpower requirement and associated logistical and fiscal costs.

MESSAGE EXAMPLE

FM COMMARFORXXXXX
TO
INFO

SUBJ//COMBAT REPLACEMENT AND PERSONNEL MANAGEMENT CONOPS//

REF/A/

1. SITUATION. THIS MSG PROMULGATES COMMARFORXXXXX PLANNING GUIDANCE FOR MANPOWER AND PERSONNEL MANAGEMENT ISO POTENTIAL OPLAN XXXX INCLUDING COMMARFORXXXXX CONOPS FOR COMBAT REPLACEMENTS. THE FOLLOWING POLICIES/PROCESSES AFFECT THE PERSONNEL STATUS OF COMMARFORXXXXX COMBAT UNITS AND SHOULD BE CONSIDERED:

1.A.1. STOP LOSS AND STOP MOVE.

1.A.2. AD PERSONNEL ASSIGNED THROUGH NORMAL PCS/A PROCESS.

1.A.3. AD PERSONNEL TAD/TDY.

1.A.4. COMBAT REPLACEMENTS.

1.B. ASSUMPTIONS.

1.B.1. STOP/LOSS, STOP/MOVE RESULTS IN MAINTAINING CURRENT PERSONNEL STATUS OF COMMARFORXXXXX FORCES.

1.B.2. PCS/A'S WILL ALLOW MANNING OF CRITICAL T/O SHORTFALLS IN CONJUNCTION WITH STOP/LOSS, STOP/MOVE.

1.B.3. PERSONNEL WILL BE AVAILABLE TO ASSIGN TAD/TDY IOT FILL CRITICAL T/O SHORTFALLS AND/OR PROVIDE FOR INITIAL COMBAT REPLACEMENTS.

1.B.3. ANY RESERVE ORDER TO ACTIVE DUTY CONSTRAINTS WILL BE REMOVED ALLOWING ACCESS TO THE IRR.

1.B.4. RETIREE RECALL MAY BE IMPLEMENTED TO MAN CRITICAL SUPPORTING ESTABLISHMENT AND TRAINING ESTABLISHMENT REQUIREMENTS.

2. MISSION. DEVELOP EFFECTIVE AND INTEGRATED MANPOWER PLANS AND COORDINATE MANPOWER PLAN EXECUTION IN A MANNER THAT FULLY SUPPORTS THE DEPLOYMENT, EMPLOYMENT AND SUSTAINMENT OF MARFORXXXXX FORCES ISO OPLAN XXXX.

3. EXECUTION.

3.A. CONOPS.

3.A.1. PERSONNEL ASSIGNED TO COMMARFORXXXXX FORCES, EITHER AS UNIT T/O SHORTFALL FILLERS OR COMBAT REPLACEMENTS SHOULD BE "PUSHED" TO GFC'S THROUGH (APOE) VIA RSU'S CAMP LEJEUNE AND CAMP PENDLETON. ASSIGNED PERSONNEL WILL BE "PULLED" INTO THEATER, PER REQUEST OF (APPROPRIATE GFC) AND CG, MLC REQUIREMENTS IN COORDINATION WITH COMMARFORXXXXX.

3.A.2. ASSESS ABILITY TO FILL IDENTIFIED T/O SHORTFALLS PER REF X AND SUBSEQUENT UPDATES. DC M&RA DEVELOPS PLAN TO SOURCE INITIAL T/O SHORTFALLS WITH AD PERSONNEL IN A TAD/TDY STATUS. THESE PERSONNEL SHOULD BE ASSIGNED DIRECTLY TO GFC'S FOR MINIMUM 179 DAYS. AD PERSONNEL TAD/TDY TO COMMARFORXXXXX COMBAT FORCES WHO CANNOT DEPLOY WITH THEIR ASSIGNED UNIT MAY BE POOLED AS INITIAL COMBAT REPLACEMENTS OR OTHERWISE ASSIGNED PER THE GFC'S REQUIREMENTS.

3.A.3. COMBAT REPLACEMENT REQUIREMENTS ARE IDENTIFIED BY COMMARFORXXXXX (CG, X MEF) AND CG, MLC CASEST'S. DC M&RA SOURCES COMMARFORXXXX COMBAT REPLACEMENTS AND ISSUES APPROPRIATE ORDERS. COMBAT REPLACEMENTS THEN PROCESS THROUGH MOB SPT BNS AT MCB'S CAMP PENDLETON AND CAMP LEJEUNE ISO MARFOR. AFTER DPLY PRSNL CTR CONDUCTS ADMIN PROCESSING AND FOLLOWING COMBAT REFRESHER TRAINING (CRT), COMBAT REPLACEMENTS JOIN DESIGNATED GAINING COMMANDS, CG, X MEF (REAR) OR CG, XX MLG/MLC AND COORDINATE THE MOVEMENT OF COMBAT REPLACEMENTS INTO (COMBATANT COMMANDER) AOR WITH COMMARFORXXXXX (G1/G3).

3.A.4. COMBAT REPLACEMENT THROUGHPUT SHOULD BE ALLOCATED TO EACH MOB SPT BN IOT MAXIMIZE COMBAT REPLACEMENT GENERATION AND AVAILABILITY. SENDING ONE-HALF OF PLANNED COMBAT REPLACEMENTS TO EACH COAST WILL ACCOMPLISH THIS, HOWEVER, SIGNIFICANT COORDINATION WILL BE REQUIRED TO ENSURE THAT COMBAT REPLACEMENTS ARE APPROPRIATELY JOINED TO X MEF OR XX MLG/MLC. PLANNING SHOULD ENSURE THAT COMBAT REPLACEMENTS DESIGNATED FOR THE CG, MLC PROCESS AND TRAIN THROUGH MCB CAMP LEJEUNE TO THE MAX EXTENT POSSIBLE.

3.B. PLANNING ACTIONS/GUIDANCE.

3.B.1. DC M&RA.

3.B.1.A. ASSESS ABILITY TO SOURCE UNIT T/O SHORTFALLS PER REQUIREMENTS ESTABLISHED IN REF D AND SUBSEQUENT UPDATES. ISSUES APPROPRIATE ORDERS.

3.B.1.B SOURCE AND COORDINATE PROCESSING OF COMBAT REPLACEMENT COMPANIES.

3.B.2. COMMARFORXXXX

3.B.2.A. VALIDATE CG, X MEF MANPOWER REQUIREMENTS.

3.B.2.B. COORDINATE MANPOWER SOURCING PLANS WITH DC M&RA.

3.B.3. COMMARFOR

3.B.3.A. SUPERVISE COMBAT REPLACEMENT ALLOCATION AND MOVEMENT INTO (COMBATANT COMMANDER) AOR PER CG, X MEF AND CG, MLC REQUIREMENTS.

3.B.3.B. COORDINATE CG, X MEF AND CG, MLC PERSONNEL RECEPTION OPERATIONS IN THEATER.

3.B.4. CG, X MEF.

3.B.4.A. UPDATE CASEST'S AND SUBMITS REQUIREMENTS TO DC M&RA (MPP-60) VIA COMMARFORXXX (G1).

3.B.4.B. JOIN PERSONNEL (PCS/A, TAD/TDY, AND COMBAT REPLACEMENTS) TO APPROPRIATE SUBORDINATE COMMANDS (CONUS) AND COORDINATE THEIR MOVEMENT INTO THEATER WITH COMMARFOR (G1/G3).

3.B.5. MARINE LOGISTICS COMMAND (MLC)

3.B.5.A. UPDATE CASEST AND SUBMIT TO DC M&RA (MPP-60) VIA COMMARFOR (G1).

3.B.5.B. JOIN PERSONNEL (PCS/A, TAD/TDY, AND COMBAT REPLACEMENTS TO CG, XX MLG AND COORDINATE THEIR MOVEMENT INTO THEATER WITH COMUSMARCENT (G1/G3).

3.B.5.C. ASSUME OVERALL RESPONSIBILITY FOR MARINE PERSONNEL RECEPTION IN XXXXXXXX. COORDINATE RECEPTION, STAGING AND ON-WARD MOVEMENT SUPPORT REQUIREMENTS WITH CG, X MEF (FWD).

3.C. COORDINATING INSTRUCTIONS.

3.C.1. PRIMARY POE'S FOR PERSONNEL ASSIGNED PCS/A, TAD/TDY, OR AS COMBAT REPLACEMENTS TO MARINE COMBAT UNITS APPORTIONED TO OPLAN XXXX IS MCB'S CAMP LEJEUNE AND CAMP PENDLETON.

3.C.2. THE PRIMARY APOD FOR PERSONNEL ARRIVING IN THEATER IS XXXXXXXX INTERNATIONAL AIRPORT.

4. ADMINISTRATION. PER DC M&RA GUIDANCE. APPROPRIATE GUIDANCE SHOULD ESTABLISH RUC/MCC STRUCTURE THAT SUPPORTS THE CONOPS ABOVE.

4. COMMAND AND SIGNAL.

4.1. COMMARFORXXX HAS OVERALL COGNIZANCE OVER PRE-N-DAY MANPOWER PLANNING ISO OPLAN XXXX.

4.2. COMMARFORXXX MONITORS THE PERSONNEL STATUS OF MARINE FORCES APPORTIONED TO OPLAN XXXX. UPON OPLAN EXECUTION CONTROLS THE ALLOCATION AND MOVEMENT OF COMBAT REPLACEMENTS INTO THEATER ISO CG, X MEF AND CG,

25 Aug 2010

MLC, AND REQUESTS DC M&RA ADJUST COMBAT
REPLACEMENT GENERATION AS THE OPERATIONAL SITUATION
DICTATES.//
BT

MESSAGE EXAMPLE

22. MARFOR Request for Deployment of Combat Replacements

1. Purpose. To provide an example of a COMMARFOR "pull" message for combat replacements.

2. Message Example

P DDHHHHZ MMM YY
FM COMMARFORXXXX//G1//

TO CMC WASHINGTON DC//MRA/MP/MPP-60/MM/MMEA/MMOA/MMIA/MI/
PPO/PO/PLN/P&R/I&L/LPO//

INFO COMBATANT COMMANDER AS APPROPRIATE
COMUSMARCENT//COS/G1/G3/G4/G5//
COMMARFORPAC//G1/G3/G4//G5//
COMMARCORBASESPAC CAMP H M SMITH HI//G9//
COMMARFORCOM//G1/G3/G4/G5//
COMMARCORBASESLANT//G1/G3//G4/G5//
COMMARFORRES//G1/G3/G4/G5//
CG TECOM QUANTICO VA//TFS//
CG I MEF//G1/G3/G4/G5//
CG I MEF FWD//G1/G3/G4/G5//
CG I MEF REAR//G1/G3/G4/G5//
CG II MEF//G1/G3/G4/G5//
COMMARCOMATCOM ALBANY GA//
CG MCB CAMP PENDLETON CA//G1/G3/G4//
CG MCB CAMP LEJEUNE NC//G1/G3/G4//
CG SECOND MLG//G1/G3/G4//
CG MARINE LOGISTICS COMMAND//G1/G3/G4//
CG MOBCOM KANSAS CITY MO//G1/G3//
CDR XX PERSCOM//
CG MAGTF TRNGCOM TWENTYNINE PALMS CA//G1/G3//
CG FIRST MARDIV//G1/G3/G4/G5//
CG THIRD MAW//G1/G3/G4/G5//
CG FIRST MLG//G1/G3/G4/G5//
RSU CAMP PENDLETON CA//S1/S3/S4//
RSU CAMP LEJEUNE NC//S1/S3/S4//

OPER/XXXXX XXXXXXXX//

Message classification

MSGID/GENADMIN/COMMARFORXXXX G1//
SUBJ/REQUEST FOR DEPLOYMENT OF COMBAT REPLACEMENTS (X)//
POC/XXXXXXXXXX/MAJ/MW/MARCENT/G1/TEL: DSN XXX-XXX-XXXX/
SIPR EMAIL: XXXXXXXXXXXXXXXX@MARCENT.USMC.SMIL.MIL/
NIPR EMAIL: XXXXXXXXXXXXXXXX@MARCENT.USMC.MIL//
REF/A/MSG/COMUSMARCENT/QUOTE/030121Z//
AMPN/(X) REQUEST FOR DEPLOYMENT OF COMBAT REPLACEMENTS
ISO XXXXXXXX OPERATIONS//
REF/B/Other Refs as appropriate.

RMKS/1. (X) REQUEST THE DEPLOYMENT OF ALL IRR COMBAT REPLACEMENTS
ISO OPERATION XXXXXXXXXXXXXXXX. ALL DEPLOYABLE IRR COMBAT
REPLACEMENTS LOCATED AT MSB EAST AND MSB WEST WILL DEPLOY

ISO CG X MEF (FWD). CURRENTLY, XXX MARINES ARE LOCATED AT MSB, WEST, CAMPEN, CA, AND XXX MARINES ARE LOCATED AT MSG EAST, CAMLEJ, NC. IRR COMBAT REPLACEMENTS WILL CONTRIBUTE TO FILLING REPLACEMENT REQUIREMENTS IDENTIFIED IN PAR. 2 BELOW. REMAINING DEPLOYED PERSONNEL WILL PROVIDE A SMALL POOL OF IN-THEATER REPLACEMENTS IOT ENABLE RAPID CASUALTY REPLACEMENT IF NECESSARY (ESTIMATED XXX MARINES).

2. (X) PER REF (X), CG X, MEF REQUIRES THE FOLLOWING COMBAT REPLACEMENTS BY MOS AND GRADE.

MOS	GRADE	QTY
0121	E2	
0151	E3	
0161	E3	
	E4	
0203	O3	
0206	O3	
0291	E3	
	E9	
0302	O1	
	O2	
	O4	
0311	E1	
	E2	
	E3	
	E4	
	E5	
~		
~		
~		
6114	E3	
	E5	
6174	E6	
6337	E6	
6531	E3	
	E6	
7011	E6	
7212	E3	
7562	O3	
7563	O2	
	O3	
8404	E3	
9999	E8	
TOTAL		XXX

3. (X) X MEF REPLACEMENT REQUIREMENTS THAT CANNOT BE SOURCED FROM WITHIN IRR COMBAT REPLACEMENT POOLS MUST BE GLOBALLY SOURCED. HIGHLY RECOMMEND THAT ALL GLOBALLY SOURCED COMBAT REPLACEMENTS ASSIGNED TAD EXCESS MARSHALL AT MSB, EAST, CAMLEJ, NC FOR FOLLOW-ON DEPLOYMENT.

4. (X) REQUEST DC M&RA (MPP-60) PROVIDE COMMARFOR (G1, G3, G5) READY TO DEPLOY DATES AND MARSHALLING LOCATIONS FOR ALL IRR AND GLOBALLY SOURCED COMBAT REPLACEMENTS AS SOON AS POSSIBLE. THESE DEPLOYMENT DATES ARE ESSENTIAL TO BUILD UNIT LINE NUMBERS (ULN'S) AND ENSURE THAT ULN'S ARE VALIDATED AND STRATEGIC LIFT IS SCHEDULED IN A TIMELY FASHION. MARINES SHOULD BE MARSHALED SO THAT ULN'S CONSIST

OF NO LESS THAN 100 MARINES IOT TO ENSURE IN-TRANSIT
VISIBILITY OF COMBAT REPLACEMENTS.

5. (X) THE APOE FOR ALL COMBAT REPLACEMENTS LOCATED ON THE
WEST COAST IS MARCH AFB. (UNLESS OTHERWISE SPECIFIED)

6. (X) THE APOE FOR ALL COMBAT REPLACEMENTS LOCATED ON THE
EAST COAST IS CHERRY POINT, NC. (UNLESS OTHERWISE SPECIFIED)

7. (X) INDIVIDUALS DEPLOYING TO THE ITO MUST COMPLY WITH
(SPECIFIC MEDICAL REQUIREMENTS AS IDENTIFIED) REQUIREMENTS
CONTAINED IN REF (X).

8. (X) PRIMARY APOD FOR COMBAT REPLACEMENT PERSONNEL
ARRIVING IN THEATER IS XXXXXXXXXXXXXXXX AIRPORT.
(GEOLOC).

9. (U) DIRLAUTH X MEF, MLC AND MSB'S EAST AND WEST FOR
REPLACEMENT RECEPTION OPERATIONS.

DECL/DERI:OEF SCG OF DD MMM YY/X4//

BT

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NNNN

MESSAGE EXAMPLE

23. Sample Service Augmentation Validation Board Report

Date
MEMORANDUM

From: Director, Current Operations Division, PP&O
To: Director, Manpower Plans Division, M&RA

Subj: SERVICE AUGMENTATION VALIDATION BOARD (SAVB)
RECOMMENDATION FROM DD MMM YYYY

Encl: (1) List of reviewed requirements

1. Summary of Recommendations

	Requests
Recommend Approval	4
Recommend Disapproval	25
Total	29

2. Detailed Recommendations. See enclosure (1).

3. Enclosure (1) is approved and forwarded for execution per CMC sourcing prioritization and other manpower management constraints.

4. The following board members were present.

Col I.M. Member	PP&O PO
LtCol I.M. Member	PP&O PL
LtCol I.M. Member	M&RA MMFA
LtCol I.M. Member	M&RA MM
Maj I.M. Member	M&RA MM

5. The following commands were also present at the board.

Col I. M. Present	Command/Organization
LtCol I. M. Present	Command/Organization
Maj I.M. Present	Command/Organization

6. POC for this matter is LtCol I. M. Chair, DSN XXX-XXXX.

I. M. PP&O PO/PL
Brigadier General
U.S. Marine Corps

SAMPLE

24. Gubernatorial Request for Federal Assistance

Purpose. To provide an example of gubernatorial action requesting Federal assistance following a state declared emergency.

"For Immediate Release
Office of the Press Secretary
November 14, 2002

SAMPLE

BREDESEN REQUESTS FEMA DECLARATION

Nashville, TN - Gov. Phil Bredesen has asked President Bush to declare 28 Tennessee counties a federal disaster area in the wake of last month's flooding.

Today's request is in addition to an earlier request of the U.S. Small Business Administration, which was granted last week. The new request is for a presidential declaration that would authorize assistance from the Federal Emergency Management Agency (FEMA).

The flooding caused millions of dollars' worth of damage and claimed at least two lives, both children. Middle and East Tennessee were hit with four to eight inches of rain in just 36 hours beginning February 14, and there was rainfall somewhere in Tennessee every day through February 26. Coupled with snowmelt from a recent winter storm, severe flooding resulted across the eastern two-thirds of the state. February's rainfall in Tennessee was more than twice the normal total for the month.

In his request letter, Bredesen states, "I have determined that this incident is of such severity and magnitude that effective response is beyond the capabilities of the State and the affected local governments and that supplementary Federal assistance is necessary. Both state and local governments are experiencing a large shortfall in revenue which is causing extreme financial hardships."

Preliminary assessments conducted jointly by FEMA, TEMA and local governments indicate the most severe impacts were to roads and bridges, utilities, and public buildings. Some of the counties are very rural and the damage is widespread making it very difficult to identify all the damage locations during the PDA.

Bredesen's letter also points out that some areas are still underwater and the damages cannot be determined at this time.

The counties listed in Bredesen's letter are: Anderson, Bledsoe, Campbell, Cannon, Carter, Claiborne, Cumberland, Decatur, Fentress, Grainger, Hancock, Houston, Humphreys, Jackson, Johnson, Knox, Lewis, Loudon, Marion, Meigs, Rhea, Roane, Scott, Sequatchie, Stewart, Unicoi, Union, and Van Buren."

SAMPLE

25. Presidential Authorization for Federal Assistance (DOD) to a State

Purpose. To provide an example of Presidential action authorizing Federal assistance to a state.

"For Immediate Release
Office of the Press Secretary
November 14, 2002

SAMPLE

President Orders Federal Aid for Tennessee

The President has declared a major disaster exists in the State of Tennessee and ordered Federal aid to supplement state and local recovery efforts in the area struck by a series of storms and tornados on November 11, 2002.

Federal funding is available to eligible individuals in the counties of Anderson, Bedford, Carroll, Coffee, Crockett, Cumberland, Gibson, Henderson, Madison, Marshall, Montgomery, Morgan, Rutherford, Scott, Sumner and Tipton.

The assistance, to be coordinated by the Federal Emergency Management Agency (FEMA), can include grants to help pay for temporary housing, home repairs and other serious disaster related expenses. Federal funding is also available on a cost share basis for hazard mitigation measures.

Joe M. Allbaugh, FEMA Director, named Gracia Szczech as the Federal Coordinating Officer for Federal recovery operations in the affected area.

The Agency said that damage surveys are continuing in other areas, and additional jurisdictions may be designated after the assessments are completed.

FOR FURTHER INFORMATION CONTACT: FEMA (202) 646-4600."

SAMPLE
